PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2020
DATE ISSUED: 12 JUNE 2020

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF TRANSPORT: Kindly note that the following posts advertised in public service vacancy circular 11 dated 20 March 2020 with closing date 03 April 2020 the closing date has been extended until 26 June 2020. Applications who have applied not to re-apply, as their applications will still be considered. Director: Human Resource Development and Performance Management Ref No: DOT/HRM/2020/06, Director: Rail Safety Regulation Ref No: DOT/HRM/2020/07, Director: Security Services Ref No: DOT/HRM/2020/08, Director: Internal Communication Ref No: DOT/HRM/2020/09, Director: Oceans Economy Development Ref no: DOT/HRM/2020/10, Director: Maritime Infrastructure and freight Logistics Ref No: DOT/HRM/2020/11, Director: Maritime Policy Development and Legislation Ref No: DOT/HRM/2012/12, Director: Industry Development and Airfreight Ref No: DOT/HRM/2020/13, Director: Rural Transport
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### PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF COOPERATIVE GOVERNANCE

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. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE: 03 July 2020

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications 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. 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 or applications without SAQA verification reports for foreign qualifications will not be considered. 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.

OTHER POSTS

POST 15/01: DEPUTY DIRECTOR: DISASTER RISK MANAGEMENT EDUCATION, TRAINING, AWARENESS AND RESEARCH REF NO: 27983/01

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

CENTRE: Centurion


DUTIES: The successful candidate will perform the following duties: Manage the development and implementation of Integrated Public Awareness Strategy (IPAS). Manage the coordination of the awareness campaigns in line with the Sendai Framework. Facilitate the development of disaster management programmes in collaboration with the institutions of higher learning. Develop quarterly reports on disaster risk management and public awareness activities by Provincial Disaster Management Centres and sector departments. Manage the process of producing newsletters, bulletins and articles on disaster risk management issues in consultation with provinces and sector departments.

ENQUIRIES: Ms R. Tau Tel No: (012) 848 4614

APPLICATIONS: Applications may be submitted electronically via email to cogta68@ursonline.co.za or via fax: 086 415 5709.

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

POST 15/02: DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NORTHERN CAPE) REF NO: 27983/02

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

CENTRE: Pretoria

DUTIES: The successful candidate will perform the following duties: Manage the MIG fund administration system and implementation, including: scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Monitor the financial and non-financial reporting by municipalities as per legislative requirements through the utilization of MIG-MIS. Manage the projects site visits and evaluate site visits reports. Manage and assess the business plans of Municipalities to meet the general and specific sector requirements.

ENQUIRIES: Mr M. Moatshe Tel No: (012) 334 0551

APPLICATIONS: Applications may be submitted electronically via email to cogta69@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling, Tel No: (012) 811 1900
DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

APPLICATIONS: May be submitted electronically via an email: recruitment@environment.gov.za or forwarded for the Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria or alternatively Private Bag X4390, Cape Town 8000 Or hand-deliver to: 14th Loop Street, Cape Town, marked for the attention: Human Resources Management.

CLOSING DATE: 29 June 2020

NOTE: Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver’s License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department’s convenience. 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 a successful completion of the Senior 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-entryprogramme/ 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. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 15/03: DIRECTOR-GENERAL: ENVIRONMENT, FORESTRY AND FISHERIES REFNO: CMS 00/2020

SALARY: R1 978 533 per annum (An all-inclusive annual remuneration package) the remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion (which can be structured according to the individual’s personal needs) plus 10% non-pensionable HOD allowance.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. Applicants must have 8-10 years of experience at senior management level (at least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). The successful candidate will have exceptional ability to innovate, will have vision, drive and strong leadership capabilities and extensive experience in strategic and managerial positions at executive level.
DUTIES : The successful candidate will be the Accounting Officer of the Department. She/he will be required to ensure, inter alia, efficiency, effectiveness and propriety of the Department and drive its ongoing transformation. She/he will ensure that the Department fulfils its government mandate which is to provide leadership in environmental management, conservation and protection towards sustainability for the benefit of South Africans and the global community. Provide strategic leadership, management and support services to the Department. Promote the development of an enabling legal regime and licensing authorisation system that will promote enforcement and compliance and ensure coordination of sector performance. Promote, manage and provide strategic leadership on oceans and coastal conservation. Lead, promote, facilitate, inform, monitor and review the mainstreaming of environmental sustainability, low carbon and climate resilience and air quality in South Africa’s transition to sustainable development. Ensure the regulation and management of all biodiversity, heritage and conservation matters in a manner that facilitates sustainable economic growth and development. Implement the expanded public works programme and green economy projects in the environmental sector. Manage and ensure chemicals and waste management policies and legislation are implemented and enforced in compliance with chemicals and waste management authorisations, directives and agreements. Develop and facilitate the implementation of policies and targeted programmes to ensure proper management of forests and the sustainable use and protection of land and water. Ensure the sustainability utilisation and orderly access to the marine living resources through improved management and regulation.

ENQUIRIES : Ms Pretty Luphondo Tel No: (012) 399 9516 / Cell: 066 1560070
**CLOSING DATE**: 29 June 2020

**NOTE**: Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates and must be produced during the interview date A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to shortlisted 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**

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<th>CHIEF STATE LAW ADVISOR REF NO: 20/79/SLA</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R1 521 591 – R1 714 074 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<td><strong>CENTRE</strong></td>
<td>National Office: Pretoria</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>An LLB Degree or recognized 4 year legal qualification (NOF level 8); Admission as an Attorney or Advocate; 8 to 10 years’ experience at a senior management level and extensive legal experience; Knowledge of all spheres of law including drafting, litigation, negotiating drafting, scrutiny of international arrangements, opinion writing, subordinate legislation, management and budgeting; Knowledge and understanding of International Law; Post graduate qualification will be an added advantage 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.</td>
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<td><strong>DUTIES</strong></td>
<td>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.</td>
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<td><strong>ENQUIRIES</strong></td>
<td>Mr. C.Zana Tel No: (012) 357 8185</td>
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<td><strong>APPLICATIONS</strong></td>
<td>Quoting the relevant reference number, direct your application to: <a href="mailto:DOJ20-79-SLA@justice.gov.za">DOJ20-79-SLA@justice.gov.za</a></td>
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POST 15/05: CHIEF DIRECTOR: MASTERS OPERATIONS REF NO: 20/80/MAS

SALARY: R1 251 183 – R1 495 956 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement for a three-year employment term. Consideration for renewal of the employment period will be considered by the Head of the Department based on targets sufficiently met according to an aligned and approved MTSF Plan for the master’s Branch.

CENTRE REQUIREMENTS: National Office, Pretoria

REQUIREMENTS: An LLB or recognized four year legal qualification NQF 7; Five years proven experience in the related Masters environment of which at least 2 years’ experience should be at senior management level; Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardians Fund is a requirement; A valid driver’s license. 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; Sound understanding of the financial and legal aspects of the Master’s environment.

DUTIES: Key Performance Areas: Manage and provide corporate governance to operations in terms of the enabling legislations; Manage policy development and strategy; Manage research on the Master’s processes; Manage and coordinate projects; Provide effective people management.

ENQUIRIES: Mr S Maeko Tel No: (012) 3151996

APPLICATIONS: Quoting the relevant reference number, direct your application to: DOJ20-80-MAS@justice.gov.za

NOTE: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

POST 15/06: CHIEF DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 20/81/CS (5 Year Contract Post)

SALARY: R1 251 183 - R1 495 956 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: National Office, Pretoria

REQUIREMENTS: An undergraduate legal qualification (NQF7) (LLB) or equivalent qualification; At least 10 years’ experience in criminal justice system; 5 years’ experience at a senior managerial level; Extensive knowledge and understanding of the criminal justice system. Knowledge of legislation, prescripts and policy frameworks; A valid driver’s licence. Skills and Competencies: Strategic Leadership capability; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery innovation; Problem solving and analysis; People Management and empowerment; Client orientation and customer focus; Communication skills.

DUTIES: Key Performance Areas: Facilitate the Integrated Criminal Justice Services strategy; Facilitate legislative reform; Coordinate and manage Domestic Stability; Facilitate communication and Public Awareness; Coordinate a victim centric Justice System; Coordinate Integrated Criminal Justice System activities; Facilitate modernization of the Criminal Justice Services Monitor and evaluate various initiatives; Facilitate research on Criminal Justice Services; Provide effective people management.

ENQUIRIES: Ms M Kganyago Tel No: (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: DOJ20-81-CS@justice.gov.za

NOTE: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

POST 15/07: CHIEF DIRECTOR: REGIONAL HEAD (X3 POSTS)

Re-advertised post, candidates who previously applied are encouraged to re-apply.

SALARY: R1 251 183 - R1 495 956 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office; Nelspruit Ref No: 20/77/CS
Regional Office; Mahikeng Ref No: 20/78/CS
Regional Office; Cape Town Ref No: 20/79/CS
**REQUIREMENTS**

An undergraduate qualification (NQF7) in Social Science, BCom Law, LLB or equivalent qualification and / or Public Administration and Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years’ experience of which 5 years must be at Senior Management level; Relevant work experience in the field of Court/ Administration of justice / Public Administration; A valid driver’s licence. Skills and Competencies: Strategic Leadership capability; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery innovation; Problem solving and analysis; People Management and empowerment; Client orientation and customer focus; Communication skills.

**DUTIES**

Key Performance Areas: Manage Justice Operations; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage Security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations. Provide effective people management.

**ENQUIRIES**

Ms M Kganyago Tel No: (012) 315 1844

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:

DOJ20-77-CS@justice.gov.za
DOJ20-78-CS@justice.gov.za
DOJ20-70-CS@justice.gov.za

**NOTE**

People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**OTHER POSTS**

**POST 15/08**

**DEPUTY DIRECTOR: LANGUAGE POLICY, PLANNING AND DEVELOPMENT REF NO: 20/67/CS**

**SALARY**

R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

A Degree/National Diploma in Administration/Management or equivalent qualification; Minimum of 3 years’ experience in administration; 3 years’ experience should be at managerial level; Knowledge of language Policy, Interpreting Services, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver’s license; Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook, Excel); Communication skills (written and verbal); Research, monitoring and evaluation and report writing; Policy Development; Financial management; Cultural diversity; Strong leadership with strategic capabilities; Translation and editing; Presentation and facilitation skills.

**DUTIES**

Key Performance Areas: Manage the development of language and Court Interpreting strategies and policies; Monitor performance on the implementation of language and Court Interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Provide effective people management.

**ENQUIRIES**

Ms M Kganyago Tel No: (012) 315 1844

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: DOJ20-67-CS@justice.gov.za

**NOTE**

People with disabilities are encouraged to apply.

**POST 15/09**

**DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 20/68/CS (X2 POSTS)**

**SALARY**

R733 257 – R863 748 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office; Pretoria

**REQUIREMENTS**

A Degree/National Diploma in Public Administration or equivalent qualification; Minimum of 3 years’ experience in Administration; 3 years’ experience should be at managerial level; Knowledge of Public Service Regulations and Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver’s license; Skills and Competencies: Computer literacy; Communication skills (written and verbal); Problem solving and analysis; Budgeting and financial management; Team leadership; Planning and organising; Project management; Service delivery orientated.

**DUTIES**

Key Performance Areas: Quality assurance focus on post Covid-19 service delivery improvement; Execute quality assurance service over administrative duties related to all resources and Court Services; Manage assessment of
administrative duties related to all resources and Court Services; Develop and implement customer service improvement strategies; Manage misconduct and maladministration investigations.

ENQUIRIES: Ms M Kganyago Tel No: (012) 315 1844
APPLICATIONS: Quoting the relevant reference number, direct your application to: DOJ20-68-CS@justice.gov.za
NOTE: People with disabilities are encouraged to apply.
ANNEXURE D

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support development, sustainable growth and service delivery. The purpose of the NSG is to contribute to the building of an effective and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.

APPLICATIONS:
Principal: National School of Government, Private Bag X759, Pretoria, 0001 by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or E-mail at NSG.Recruitment@thensg.gov.za. Faxed applications will not be accepted. Applicant are requested to visit the NSG’s website at www.thensg.gov.za or www.dpsa.gov.za for full information on the requirements and duties of the position.

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

CLOSING DATE:
26 June 2020

NOTE:
Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. The selection process will entail competence testing and profiling in line with the Senior Management System requirements. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. By applying for this position, shortlisted candidates gives the NSG the inalienable right to verification of their criminal records, citizenship, financial/asset records, educational qualifications and security vetting in advance of the scheduled interview. Preference will be given to individuals whose appointment will enhance employment equity in line with the NSG Employment Equity Plan. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

POST 15/10:
CHIEF DIRECTOR: QUALITY ASSURANCE & ACCREDITATION

MANAGEMENT REF NO: NSG 05/2020

SALARY:
R1 251 183 per annum (Level 14), (An inclusive remuneration package) comprising basic salary (70%), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE:
Pretoria

REQUIREMENTS:
Possess a recognized an undergraduate qualification (NQF Level 7 from an accredited tertiary institution as recognized by SAQA. A postgraduate qualification in Business Sciences, Natural Sciences, Engineering or Quality Management would be an added advantage; Preference will be given to people with senior degrees. At least 10 - 15 years’ experience in an Academic, Educational or Training environment of which 5 years’ must be at a senior management level. Knowledge: In depth theoretical and practical of the functional area of Quality Promotion and Development, Total Quality Management Systems inclusive of Accreditation and Quality Assurance in the ETD environment. Re-engineering of work processes to meet the challenges of quality capacity development for government; New developments around the quality promotion and development space and applying innovation, including the application of IT for the function. Various applicable legislative frameworks (Skills Development Act; Public Administration and Management...
DUTIES

Leading, overseeing and directing the maintenance status of accreditation of the NSG which entails ensuring that the Status of NSG as an accredited training provider is continuously maintained. Facilitate the submission of application form/s and documents to quality assurance bodies as required or as determined by relevant quality assurance bodies. Lead advocacy sessions/workshops to ensure understanding of policies from relevant quality councils/delegated authority/PSETA. Lead and ensure the site visit/s by quality assurance bodies as requested. Lead the coordination and communication reports (Learning Programme Evaluation Report and NSG Response Report) from/to relevant quality assurance bodies; Lead and manage workshops with relevant quality assurance bodies and relevant internal staff on the evaluation report/s. Lead and manage the communication of the final result of the evaluation by quality assurance bodies to internal employees and relevant external stakeholders. Leading, overseeing and directing of Quality Assurance Systems of the NSG which entails ensuring the development, implementation and review of accreditation and quality assurance systems, processes and procedures. Ensure continuous monitoring, evaluation and improvement of quality assurance strategies, systems and activities in different learning programmes. Ensure the development and review of policies, procedures and Service Level Agreements. Liaise with Programme Managers and the Project Team to develop quality assurance schedule for quality assurance sessions. Lead the review and implementation of Quality Management System Standard Operating Procedures (SOPs). Ensure the development and the review evaluation tools/techniques/instruments to be used in the evaluation of learning materials including Learning Programme Evaluation (LPE) processes. Leading, overseeing and directing the accreditation of NSG programmes and Qualification/s which entails leading the identification of credit bearing programmes and oversee the approval according to relevant legislation and policies. Ensure the evaluation of programmes in accordance with criteria/standards of the Quality Council/delegated authority/ETQA and QMS and respond accordingly. Ensure and monitor the submission of programmes requiring accreditation to the relevant quality council/delegated authority. Lead and manage the preparation of status reports of externally accredited programmes. Communicate final evaluation results to all relevant internal employees. Ensure the evaluation of programmes in accordance with criteria/standards of the Quality Council/delegated authority/ETQA and QMS and respond accordingly. Ensure and monitor the submission of programmes requiring accreditation to the relevant quality. Lead the identification of an
appropriate and relevant approach to the development of the qualification. Ensure the development of a MOU for Leadership qualifications with a relevant HEI to develop the qualification and roll out programme. Ensure the monitoring of implementation of NSG programmes. Ensure preparation of quarterly progress reports. Networking, collaborating with relevant stakeholders to secure mutually beneficial relationships that serve the interests of the NSG. Participate in transformation imperatives e.g. collaboration, outsourcing and monitoring. Liaise with relevant ETQAs and Quality Councils on matters related to quality assurance, policies, criteria & guidelines. Liaise and provide support to internal and external auditors with regards to the Chief Directorate’s function. Participation in the corporate governance of the NSG through effective control and utilisation of allocated resources. Lead, direct and manage the resources (Human, Financial and Physical) within the unit. Report on the performance of the unit against the operational plan, business requirements and targets. Schedule, assign and follow up on work.

ENQUIRIES:
Mr Botshabelo Maja Tel No: (012) 441 6733
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017
The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

**APPLICATIONS**

- **National Office: Midrand**: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- **Gauteng**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- **Kwazulu-Natal**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- **North West**: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- **Eastern Cape**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- **Northern Cape**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

**CLOSING DATE**

- **30 June 2020**

**NOTE**

- Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. 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 a successful completion of the Senior 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-entryprogramme/. 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. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. 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 will NOT be considered or accepted.

OTHER POSTS

POST 15/11 : DEPUTY DIRECTOR: MONITORING AND EVALUATION (INSTITUTIONAL PERFORMANCE) REF NO: 2020/65/OCJ

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

CENTRE : National Office: Midrand


DUTIES : Monitor, assess and analyse overall performance of the OCJ. Present performance findings to the respective programmes within the OCJ. Ensure coordination of planning processes within the OCJ. Monitor and review programme performance on indicators on a monthly, quarterly and annual basis. Develop various types and classificatory of indicators. Conduct mid-term reviews on performance of the organisation (strategic planning, analytical assessment and reporting). Assess alignment between inputs, outputs, outcomes, targets and KPAs as indicated in the strategic and operational plans. Planning and project management. Analytically monitor and evaluate the strategic and operational plans. Provide support and guidance to the relevant stakeholders. Translating strategic objectives to operational objectives. Develop comprehensive frameworks for monitoring and evaluation for the OCJ. Compile Quarterly, Annual, Mid-Term and End-Term reports on the overall performance of the OCJ for submission to the Secretary General. Assist in the drafting of the Department’s strategic plan, policy analysis, and costing. Develop appropriate templates and reporting formats for programmes and review institutional performance and capacity nationally. Ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/33

APPLICATIONS : Applications may be submitted electronically via email: applicationsNO@judiciary.org.za.

NOTE : Electronic 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.

POST 15/12 : CHIEF REGISTRAR REF NO: 2020/64/OCJ

Re-Advertisement Candidates who previously applied, are encouraged to re-apply

SALARY : R473 820 per annum (MR-6) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape High Court: Kimberley

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

ENQUIRIES: Ms S Ruthven Tel No: (053) 807 2733
APPLICATIONS: Applications may be submitted electronically via email: applicationsNC@judiciary.org.za.
NOTE: Electronic 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.

POST 15/13: OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2020/66/OCJ
SALARY: R376 596 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: High Court: Grahamstown
DUTIES: Manage the office of the Judge President at the Eastern Cape High Court (Grahamstown). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges’ support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional Bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal Source of Directive related to the special fields.
ENQUIRIES: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS: Applications may be submitted electronically via email: applicationsEC@judiciary.org.za.
NOTE: Electronic 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.

**POST 15/14**

**SENIOR COURT INTERPRETER REF NO: 2020/67/OCJ**

**SALARY**

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

**CENTRE**

North West High Court

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mr OPS Sebapatso Tel No: (018) 397 7114

**APPLICATIONS**

Applications may be submitted electronically via email: applicationsNW@judiciary.org.za

**NOTE**

Electronic 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.

**POST 15/15**

**ACCOUNTING CLERK REF NO: 2020/68/OCJ**

**SALARY**

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

**CENTRE**

North West Provincial Service Centre

**REQUIREMENTS**


**DUTIES**

Capturing S&T Claims. Sorting of all Payroll Certificates according to various pay points. Filling of documents. Capturing salary related transactions on Persal and BAS.

**ENQUIRIES**

Mr OPS Sebapatso Tel No: (018) 397 7114

**APPLICATIONS**

Applications may be submitted electronically via email: applicationsNW@judiciary.org.za

**NOTE**

Electronic 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.

**POST 15/16**

**SECURITY OFFICER REF NO: 2020/72/OCJ**

**SALARY**

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

**CENTRE**

Gauteng Local Division: Johannesburg

**REQUIREMENTS**

Grade 12 or equivalent qualification. The following will serve as an added advantage: PSIRA, Grade A Certificate. Firefighting Certificate. First Aid Certificate. Safety certificate (SAMTRAC) and a Valid Driver’s licence.
**DUTIES**


**ENQUIRIES**

Ms T Mbalekwa Tel No: (011) 335 0404

**APPLICATIONS**

Applications may be submitted electronically via email: applicationsGAU@judiciary.org.za.

**NOTE**

Electronic 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.
PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 15/17

HEAD: CLINICAL DEPARTMENT/PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Orthodontics

SALARY: R2 161 416 – R2 508 414 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: BChD or equivalent as well as an MChD/MDent degree in Orthodontics. Current registration with the Health Professions Council of South Africa as a Specialist in Orthodontics. Minimum of three (3) years of clinical experience as a Specialist Orthodontics, with a minimum of three (3) years’ experience in the following: undergraduate dental education, postgraduate teaching and training including specialty and non-specialty programs and postgraduate research supervision. A proven record of managerial experience and research activity with at least 5 publications. A good professional standing among peers in the field. The possession of a PhD in the field of Orthodontics will be an added advantage.

DUTIES: The incumbent will be responsible for the management of the Department of Orthodontics as well as other functions that include, inter alia, the undergraduate and postgraduate teaching programmes, monitoring of services rendered to the hospital patients in this discipline and stimulation and expansion of research in the department and the school through collaborations.

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

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

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

CLOSING DATE: 26 June 2020

POST 15/18

HEAD CLINICAL UNIT (DENTAL) GRADE 1
Directorate: Maxillo-Facial and Oral Surgery

SALARY: R1 728 807 per annum (inclusive package) excluding Commuted Overtime

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Registration with the HPCSA as Dental Specialist in MaxilloFacial and Oral Surgery. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist. The following are added advantages: teaching at undergraduate and postgraduate levels, Supervision or co-supervision of postgraduate research projects. Good standing in the profession and experience in management and supervision of junior staff members.

DUTIES: To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of MaxilloFacial and Oral Surgery.

ENQUIRIES: HR Manager- Mr. P.F Monama Tel No: (011) 481-2099 Pulankana.Monama@gauteng.gov.za

APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block)
HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.

NOTE: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 26 June 2020

POST 15/19: REGISTRAR
Directorate: Oral Pathology

SALARY: R821 205 – R858 711 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Applicants must be in possession of a BChD degree or equivalent qualification and be registered as a dentist in the category independent practice with the HPCSA. A relevant qualification with a teaching experience will be an added advantage. A proven interest in Oral Pathology will be an additional advantage.

DUTIES: The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Oral Pathology, also participate in the teaching activities of the Department of Oral Pathology and Oral Biology.

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

APPLICATIONS: Quoting the relevant reference number. Direct applications to Ms. Ina Swart, Human Resources Management at Louis Botha A Building, Room 1.28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

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

CLOSING DATE: 26 June 2020

POST 15/20: DEPUTY DIRECTOR: ADMINISTRATION
Directorate: Administration

SALARY: R733 257 – R863 748 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: An appropriate tertiary qualification plus a minimum five (5) years relevant work and supervisory experience or grade 12 or equivalent plus more than 10 years relevant work and supervisory experience. The person to be appointed should have the following general abilities: Ability to lead and give direction to a team. Competency in effective communication (verbal and written). Problem solving, planning, organizing, administrative and interpersonal relations skills. Computer literacy in Microsoft Office, (Word, Excel and Power Point). Knowledge and understanding of Human Resource, Financial, Supply Chain and Administrative policies, directives and procedures.

DUTIES: The person to be appointed will conduct the following duties: Serve as a Head of Administration. Provide expert advice on procedural and policy matters. Overhead management of Finance, including the institutional budget, expenditure and revenue. Overhead management of the supply chain within the including Procurement, Provision Administration, Asset and Transport. Monitor and control all functions in Human Resources, including staff training and development (Personnel Management and Development System) PMDS, Employment Assistance Programme (EAP) and Labour Relations matters. Overhead management of all Patient Administration related matters and Administrative Support Services. Contribute to strategic planning regarding operational matters in the institution. Perform specialist administrative tasks. Policy development. Completion of management reports.

ENQUIRIES: Prof SL Shangase Tel No: (012) 301 2327/2225 or Mrs Ina Swart Tel No: (012) 301 5705
APPLICATIONS: Quoting the relevant reference number. Direct applications to Ms Ina Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5713.

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

CLOSING DATE: 26 June 2020

POST 15/21: ASSISTANT MANAGER NURSING SPECIALTY PNB4 MATERNITY REF NO: TMRH-AMNS-01 (X1 POST)

Directorate: Nursing

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

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Nursing Administration, Advanced Midwifery Nursing Science. A qualification in Nursing Education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively. 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. Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Ms. M.R.E. Damane Tel No: (011) 891 7299

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390, Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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 (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 03 July 2020

POST 15/22: OPERATIONAL MANAGER PAEDIATRIC/CHILD & CRITICAL CARE/TRAUMA NURSING PNB3 REF NO: TMRH-OMPCT-01 (X2 POSTS)

Directorate: Nursing

SALARY: R562 800 – R633 432 per annum (plus benefits)

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse and midwifery with the South African Nursing Council (SANC) in General Nursing and midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Paediatric/Child & Critical Care/Trauma Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

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

ENQUIRIES : Ms. M.R.E. Damane Tel No: (011) 891 7299
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filed on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 03 July 2020

POST 15/23 : LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS PROFESSIONAL OFFICER REF NO: SAPO/06/2020 (X2 POSTS)

SALARY : PND1: R383 226 - R444 276 per annum (plus benefits)
PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Nursing Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife, Diploma in any SANC R.212 programme, Degree in Nursing Education and Administration. Experience as a Student Affairs Professional Officer would be an advantage. Applicable Master’s degree will be an advantage. A code 8 drivers’ license. Proof of computer literacy is required: Word, PowerPoint and Excel. Good computer skills required. Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance.

DUTIES : Develop and maintain relevant documents for the management of students theoretical and clinical teaching and learning according to legislative requirements. Provide quality, effective, up to date management of Student Affairs matters related to recruitment and selection of students. Manage the record keeping of all student matters pertaining to their education and training programmes. Collaborate with all stakeholders and build sound relationships within the college as well as with all stakeholders. Supervise administrative staff. Monitor and evaluate student progress. Communication with the SANC, DHET, CHE and GCON regarding all student matters. Submit relevant documents and statistics. Assist with planning and implementation of graduation. Develop and update student policies/ guides, develop and coordinate block programmes and allocation of classrooms, plan of orientation programmes and implementation thereof, preparation for and management of the processes of formative and summative theoretical assessments,

ENQUIRIES
APPLICATIONS
Mrs. S. Matlala Tel No: (011) 247-3300
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109, Human Resource Department.

NOTE:
State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE
26 June 2020

POST 15/24
LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE
REF NO: LCN/06/2020 (X2 POSTS)

SALARY
PND1: R383 226 - R444 276 per annum (plus benefits)
PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE
Rahima Moosa Campus

REQUIREMENTS
PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Child Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Child Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES
The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

ENQUIRIES
APPLICATIONS
Mrs. N. Buthelezi Tel No: (011) 247-3304-3300
All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.

NOTE:
State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes
(citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE : 26 June 2020

POST 15/26 : LECTURER PND 1/2 PROFESSIONAL NURSE: CRITICAL CARE NURSING SCIENCE REF NO: LCC/06/2020 (X1 POST)

SALARY : PND1: R383 226 – R444 276 per annum (plus benefits)
          PND2: R471 333 – R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Nursing Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Critical Care Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Critical Care Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

ENQUIRIES : Ms. C. Isaacs Tel No: (011) 247-3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.

NOTE : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE : 26 June 2020

POST 15/26 : LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE REF NO: LNP/06/2020 (X1 POST)

SALARY : PND1: R383 226 - R444 276 per annum (plus benefits)
          PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Nephrology Nursing
Science and a degree in Nursing Education. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

**DUTIES**

The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**ENQUIRIES**

Mrs. C Isaacs Tel No: (011) 247 - 3300

**APPLICATIONS**

All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.

**NOTE**

State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

**CLOSING DATE**

26 June 2020

**POST 15/27**

**LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE REF NO: ONC/01/2020 (X1 POST)**

**SALARY**

PND1: R383 226 - R444 276 per annum (plus benefits)
PND2: R471 333 - R614 991 per annum (plus benefits)

**CENTRE**

Rahima Moosa Campus

**REQUIREMENTS**

PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Oncology Nursing Science. A code 8 drivers’ license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

**DUTIES**

The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
ENQUIRIES: N. Buthelezi Tel No: (011) 247-3304-3300
APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag x116, Melville, 2109, Human Resource Department or apply online at
NOTE: State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE: 26 June 2020

POST 15/28: LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE REF NO: LO/06/2020 (X2 POSTS)

SALARY: PND1: R383 226 - R444 276 per annum (plus benefits)
          PND2: R 471 333 - R614 991 per annum (plus benefits)

CENTRE REQUIREMENTS: Rahima Moosa Campus

PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Ophthalmology Nursing Science. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Ophthalmology Nursing Science. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES: The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record—keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

ENQUIRIES: Ms. N. Buthelezi Tel No: (011) 247-3304-3300
APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.
NOTE: State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE: 26 June 2020
POST 15/29 : LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPEDICS NURSING SCIENCE REF NO: ORP/01/2020 (X1 POST)

SALARY : PND1: R383 226 - R444 276 per annum (plus benefits)
PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopedics Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Orthopedics Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record -keeping, accompany students in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

ENQUIRIES : Ms. N. Buthelezi Tel No: (011) 247-3304-3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093, Human Resource Department.

NOTE : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (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 (OHNAP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE : 26 June 2020

POST 15/30 : LECTURER PND 1/2 PROFESSIONAL NURSE: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: MI/06/2020 (X1 POST)

SALARY : PND1: R383 226 - R444 276 per annum (plus benefits)
PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Midwifery and Neonatal Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Midwifery and Neonatal Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the
required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record-keeping, accompany students in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

ENQUIRIES
Ms. N. Buthelezi Tel No: (011) 247-3304-3300
APPLICATIONS
All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093, Human Resource Department.

NOTE
State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three 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 security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE: 26 June 2020

POST 15/31
HUMAN RESOURCE CLERK REF NO: HRC/06/2020
Directorate: Administration and Support Service

SALARY
R173 703 per annum (plus benefits)

CENTRE
Rahima Moosa Nursing College

REQUIREMENTS
A Grade 12 with a minimum of 1-2 years’ relevant experience in Human Resource Management. Qualification in Human Resource Management will be added as an advantage. Persal Certificate (introduction), Computer literacy in Microsoft Office suite (attach proof of computer). Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Must have knowledge of Persal, OSD and HR policies. Valid Driver’s License.

DUTIES
Handle correspondence to and from GDF (GSSC) and personnel enquires. Perform Human Resource administration functions such as recruitment and selection, transfers, termination of service; leave Management, PILLIR, IOD, HR delegation (statistics) report, PMDS and filling all HR documents.

ENQUIRIES
AT Tsoke Tel No: (011) 247-3321/0724029963
APPLICATIONS
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109.

NOTE
State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six 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 the closing date will not be considered.

CLOSING DATE: 26 June 2020

POST 15/32
LIBRARY ASSISTANT REF NO: LSS/06/2020

SALARY
R173 703 per annum (plus benefits)

CENTRE
Rahima Moosa Nursing College
REQUIREMENTS: Grade 12 or equivalent qualification with 3 years relevant experience in provision of library services or Diploma/Degree in Library Information Science with minimum 1-year experience in provision of library services. Have good knowledge of library systems: LIBWIN or URICA or SYMPHONY, circulation desk, cataloguing systems (DDC). Strong computer Literacy (Ms Word, PowerPoint, Excel). Knowledge of library policies. Good Communication (verbal & written), organisational and problem-solving skills. Ability to work under pressure. Valid code 10 (manual) driver’s license.

DUTIES: Development and maintenance of systems for classification, cataloguing, indexing and circulation. Assistance with research activities at the campus for staff and students as needed. Help with student literature researches and sourcing required material. Dealing with telephonic queries. Management of use of the library photocopy machine, computer center, cyber library and study center. Circulation of journals and other relevant materials to staff members and students. Book processing and preparation: covering and attaching security measures. Book Shelving and check all books that need to be repaired. Capturing of recently acquired library material on the library system. Control of material not returned and collect fines. Assist with Selection and acquisition of appropriate material for the library. General library orientation of students and new staff members. Make library cards. Implementation of policy and procedure manual for the library. Assist with marketing of the library, including book exhibitions, open day, pamphlets and newsletter.

ENQUIRIES: Ms. J.K Mashabela Tel No: (011) 247-3343

APPLICATIONS: delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093, Human Resource Department.

NOTE: All applications must be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV) certified ID copy and drivers license.

CLOSING DATE: 26 June 2020

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS: Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and E-mail to: SACR.Recruitment@gauteng.gov.za. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

FOR ATTENTION: Mr. Jeffrey Gawe Tel No: (011) 355 2633

CLOSING DATE: 03 July 2020

MANAGEMENT ECHELON

POST 15/33: CHIEF DIRECTOR: CORPORATE SERVICES REF NO: REFS/005270
(5-Year Performance Based Contract)
Directorate: Corporate Services

SALARY: R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package

CENTRE: Johannesburg


DUTIES: Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the
most effective work procedures and methods to achieve the Directorate’s goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

ENQUIRIES

Mr. Jeffrey Gawe Tel No: (011) 355 2633

NOTE

All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 15/34

DIRECTOR: AUDIT AND RISK MANAGEMENT REF NO: REFS/005268
(5-Year Performance Based Contract)
Directorate: Audit and Risk Management

SALARY

R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)

CENTRE

Johannesburg

REQUIREMENTS


DUTIES

Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management. Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the Coordination and facilitation of internal and external audit process. Oversee the implementation of business continuity plan.

ENQUIRIES

Mr. Jeffrey Gawe, Tel No: (011) 355 2633

NOTE

All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 15/35

DIRECTOR: CREATIVE INDUSTRIES REF NO: REFS/005269
(5-Year Performance-Based Contract)
Directorate: Creative Industries

SALARY

R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)

CENTRE

Johannesburg

REQUIREMENTS

An undergraduate qualification in Arts and Creative Industries (NQF level 7) as recognized by SAQA. Minimum of 5 years of experience at middle/senior management level in the Creative Industries environment. A valid driver’s license. Knowledge: Public Finance Management Act. Applicable Legislations and prescripts. Skills: Organizing, Ability to operate computer (both hardware and software), Problem solving, Interpersonal relationship, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Research, Analytical thinking, Facilitation, Ability to relate different matters which have common denominators.

DUTIES

Compilation of the strategic plan, APP and Business plans for the Unit and implementation of the workplans. Identify possible gaps within Directorate in terms of required policies, address such gaps, regularly review existing policies and ensure effective implementation of policies. Ensure that the liaison activities of the Directorate are with the correct internal and external
stakeholders, will effectively address the goals and objectives of the Directorate and Department, and is in line with existing Departmental policies. Execute commitments concerning public appearances, ensuring that it is aligned with the goals and objectives of the Department, and in line with existing Departmental policies. Render correct advice when required. Determine the most effective work procedures and methods to achieve the directorate’s goals and objectives. Co-ordinate, facilitate and control the compilation of the budget of the Directorate in accordance with the PFMA. Ensure the effective allocation of resources within the Directorate and control the utilization of resources. Ensure that all components within the Directorate adhere to the approved budget of the Directorate and manage and control expenditure, theft and losses. Exercise control over all functions and personnel under the management of the Director in order to determine if organizational goals are achieved and taking corrective actions if deemed necessary. The effective provisioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Represent the department in committees. Manage the implementation of the risk management strategy within the unit.

ENQUIRIES: Mr. Jeffrey Gawe Tel No: (011) 355 2633
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 15/36: DIRECTOR: NORTH CORRIDOR REF NO: REF$005271
(5-Year Performance Based Contract)
Directorate: North Corridor

SALARY: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

DUTIES: Manage the implementation of sport development and talent identification and sport and community recreation programmes Implementation of school sport, arts and culture programmes. Manage activities that promote social cohesion and stakeholder liaison and technical inter-governmental relations in the Corridor. Provide regular reports to line and strategic managers. Monitor heritage and museums structures.

ENQUIRIES: Mr. Jeffrey Gawe Tel No: (011) 355 2633
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
POST 15/37 : DIRECTOR: WEST CORRIDOR REF NO: REFS/005272
(5-Year Performance-Based Contract)
Directorate: West Corridor

SALARY : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification in Public Management BA Degree
B.Com/BA in Business Management (NQF level 7) as recognized by
SAQA. Minimum of 5 years’ experience at middle/senior management level in
operations management environment, coordination and facilitation.
Implementation and monitoring of programmes at community level as well as
stakeholder management and communication. A valid driver’s License.
Knowledge: Detailed understanding of Operations Management, Social
Cohesion and Nation Building and Inter-Governmental Relations. Knowledge
of wide range of work procedures and or processes such as Public Sector
operations, Strategy Partnerships, IDP processes, Service Delivery Models,
Drafting of service level agreements (SLA), Memorandum of understanding
management. Planning and organizing. People management. Problem and
crisis management. Stakeholder management. Verbal and written
communication. Report writing. Relationship management. People
Planning. Monitoring.

DUTIES : Manage the implementation of sport development and talent identification and
sport and community recreation programmes. Implement school sport,
arts and culture programmes. Manage activities that promote social cohesion
and stakeholder liaison and technical inter-governmental relations in the
Corridor. Provide regular reports to line and strategic managers. Monitor
heritage and museums structures.

ENQUIRIES : Mr. Jeffrey Gawe Tel No: (011) 355 2633
NOTE : All short-listed candidates will be subjected to a technical exercise that intends
to test relevant technical elements of the post. 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
successful candidate will sign an annual performance agreement, complete a
financial disclosure form and will also be required to undergo a security
clearance.

POST 15/38 : DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/005273
(5-Year Performance-Based Contract)
Directorate: Human Capital Management

SALARY : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package).
CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification in Human Resource Management/Business
Management (NQF level 7) as recognized by SAQA. Minimum of 5 years’
experience at middle/senior management level in Human Resource
Management. A valid driver’s license. Knowledge: Public Financial
Management Act; Public Service Act; Regulations and prescripts. Skills:
Decision making. Management of projects. Technical Analytic skills.
Negotiation skills. Financial management. Strategic and operational. Planning
and organizing. Problem solving. Conflict management. Verbal and written
management.

DUTIES : Develop and implement policies, procedures and guidelines to ensure effective
and compliance HRM, HRD, EHWP and ER processes. Monitor organizational
functionality and effective changes where necessary. Render advice to
management on HIV/AIDS and EAP trends within the Department. Develop,
implement and coordinate employee wellness programs including HIV/AIDS.
Implement capacity development programs including induction and orientation
program. Effective co-ordination and implementation of performance
management system. Implement learnership and internship program. Develop
and implement Human Resource Delegations. Develop an effective retention
strategy. Manage the organizational design of the Department.

ENQUIRIES : Mr. Jeffrey Gawe Tel No: (011) 355 2633
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 15/39: DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: REFS/005274
(5-Year Performance Based Contract)
Directorate: Infrastructure Development

SALARY: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package).
CENTRE: Johannesburg

REQUIREMENTS: An undergraduate qualification in Built Environment (NQF Level 7) as recognized by SAQA. 5 years’ experience at a middle/senior management in Infrastructure Management and Project Management environment. A valid driver’s license. Knowledge: Construction Industry Development Board Act of 2000 and Regulations; All best Practices Guides issued by the Construction Industry Development Board; Council for Built Environment Act of 2000; PFMA/DoRA/Treasury Regulations/Practice Notes/Instructions/Circulars; Provincial/Departmental Supply Chain Management Policies; Promotion of Access to Information Act (PAIA); Promotion of Administration Act (PAJA); National Building Standards Act and Regulations; Occupational Health and Safety Act and Regulations; Expanded Public Works Programme; Broad based Black Empowerment Act; Preferential Procurement Act and Regulations; Government Immovable Asset Management Act; Public Service Act and Regulations; Labour Relations Act. Skills: Decision making; Management of projects; Analytic skills; Negotiation skills; Financial management; Strategic and operational; Planning and organizing; Problem solving; Conflict management; Verbal and written communication. Leadership; Computer literacy; Report writing. Relationship management.

DUTIES: Direct the customization of national policies, norms and standards for infrastructure. Manage the application of costs norms in terms of infrastructure projects. Direct and improve infrastructure plans and inputs to the Provincial Infrastructure Plan; Departmental Strategic Plan; Annual Performance Plan and Annual Report. Direct integrated and seamless planning between commissioning of buildings and associated equipments. Review the Medium Term, Annual and Adjustment Budgets including motivations for roll overs and direct finalized submissions. Direct land identification, acquisition and appropriateness including provision of services. Manage the provision of special data, information and maps. Direct and approve the infrastructure Programme Management Plan which includes the delivery management procurement strategy, construction procurement strategy and plan. Review and sign off the Infrastructure Programme Implementation Plan. Direct regular site visits and monthly progress reports. Manage condition assessments of provincial and budgets through GDID. Direct implementation of OHS at all provincial owned infrastructure. Effective management of purchase orders, payments and authorization in line with delegations. Direct the implementation of monitoring over Municipalities in terms of the maintenance of infrastructure. Direct the needs and allocation of professional built environment services to different sub-directorates. Manage professional architectural, quantity surveying and engineering services. Manage the spending of the infrastructure grant (ECD grant) to achieve value for money. Manage the infrastructure grant budget to support the realization of Departmental services. Use of funds in Directorate effectively, efficiently and in compliance with Public Finance Management Act. Undertake planning for future human resources needs. Manage performance and development. Establish and maintain effective and efficient communication arrangements. Develop and implement the operational plan.

ENQUIRIES: Mr. Jeffrey Gawe Tel No: (011) 355 2633
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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
successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 15/40  :  DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/005275
(5-Year Performance Based Contract)
Directorate: Management Accounting

SALARY : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS :

DUTIES :
The incumbent will be responsible for management accounting associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote. IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Sub- Programmes and Corridors). Prepare and undertake regular budget bilateral meetings with programmes. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts report. Coordinate monthly expenditure meetings with programme managers and keeping minutes. Manage and drive audit processes with the external auditor. Develop quarterly reports for oversight committees. Management of expenditure planning and forecasting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the Provincial Treasury. Establish filing systems. Staff supervision, training and development. Establish culture of professionalism and good working ethics in the Management of the Directorate.

ENQUIRIES : Mr. Jeffrey Gawe Tel No: (011) 355 2633
NOTE : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

OTHER POSTS

POST 15/41  :  DEPUTY DIRECTOR: LIBRARY ICT AND SYSTEMS: PROVINCIAL LIBRARY AND INFORMATION SERVICES REF NO: REFS/005262
(1-Year Contract)
Directorate: Library Information and Archives Services

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS :
The successful candidate should have Grade 12 certificate and an appropriate bachelor’s degree or National Diploma in IT or equivalent qualification. 3-5-year experience in IT or project management position coupled with ITIL/COBIT qualification. A valid driver’s license Knowledge: PFMA, Legislation, and prescripts. Skills: Decision Making, Management of project, Technical Analysis, Negotiation, Financial management, Strategic and operational. Planning and organizing. Policy analysis and development; Planning and Organizing; Communication; Computer literacy; verbal and written communication, analytical thinking.
DUTIES: Overseeing an ongoing development and improvement of ICT Infrastructure in all libraries working with Municipal ICT. To provide stable and fast internet connectivity for both the library user and staff. To advise on the direction of key electronic resources including website and information database for libraries. To oversee ICT support on infrastructure development, system support and maintenance of the Provincial Library, Regions and Resource Centre working with Municipal ICT Security and improve access. Maintain and develop a modern, cost effective, stable, and secure ICT Infrastructure. Review and manage information processes resolve gabs. Oversee induction training, to users. Ensure effective, effective and reliable internet connectivity in the Libraries. Assist in risk management as well as asset management of LIS ICT. Submit monthly, quarterly and progress reports. Perform other related duties incidental to the work described herein or as instructed by the CIO. Coordinate and participate in the ICT Libraries Form.

ENQUIRIES: Ms. Christinah Molubi Tel No: (011) 355 2606

POST 15/42: DEPUTY DIRECTOR: PROCUREMENT REF NO: REFS/005265
Directorate: Museums & Monument Services

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

CENTRE: Johannesburg

REQUIREMENTS: A recognized undergraduate qualification/Bachelor’s degree/ National Diploma in Purchasing Management/Public Management/ Business Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 3-5 years’ work experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts and Risk & Supplier Performance). Thorough knowledge and understanding of procurement-related legislation including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Ability to coordinate and manage the Bid committee meetings. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight timeframe. A valid driver’s license and willingness to travel. Required Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organizing and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing, Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES: Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition and contract management, SCM Risk and Supplier Performance. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services and Assets: Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and
performance is monitored, managed and reported for corrective measures. Establish and manage service level agreements with service providers. Design and implement measures to eliminate fraud and corruption within SCM processes. Provide progress to the end user regarding the submitted requests for goods, services and assets. Supervise and lead a team that renders demand acquisition, contracts, and risk and performance management. Conduct needs analysis develop Annual Procurement Plan and submit to National Treasury and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to and resolve audit queries. Monitor the development of museums in the Province. Liaise with Academic institutions on museum development. Monitor and ensure adherence to policies. Develop and manage museum systems. Manage and provide advice on exhibitions in museums.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2720
ANNEXURE G

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 15/43 : MEDICAL SPECIALIST (GRADE 1, 2 & 3) REF NO: EST/06/2020

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

CENTRE : Estcourt District Hospital

REQUIREMENTS : Senior Certificate Plus. MB.CHB or equivalent qualification. Appropriate qualification that allow for registration with the Health Profession Council of South African (HPCSA) as a Medical specialist in Family Medicine. Current registration with HPCSA as a Medical specialist in Family Medicine. Experience: Grade 1: No experience. Grade 2: Five (5) years’ experience after registration with the HPCSA as Family specialist. Grade 3: Grade Ten (10) years’ experience after registration with the HPCSA as Family specialist. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Family Medicine. Competence in the clinical evaluation of patients, interpretation of special investigations and effective, efficient, safe, timely, patient oriented, equitable care. Knowledge of current health and Public Service legislation, Regulation and Policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to mentor junior staff and participate in continuing profession development.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective). Provide a full package of district hospital services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless services delivery process within the institution and referring facilities. Ensure clinical governance with discipline. Assist with quality improvement programmes including clinical audits (morbidity and mortality reporting) and reviewing, clinical documentation audits, etc. Plan and provide continuous medical education to multidisciplinary team members. Manage and direct performance of junior staff within the area of control (manage EPMDS of junior staff). Align clinical service delivery plans with the hospital plans and priorities. Ensure compliance with national Core Standards. Participate in the extended management activities. Develop and participate in outreach programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health /UKZN for postgraduate training of registrars. Coordinate the Family medicine internship programme at the institution. Co-ordinate clinical teaching and supervision of undergraduate and post graduate students. Engage in academic research culminating in the publication of scientific journals or the presentation of the results of such research at the scientific congress. Render an efficient and cost effective health service to patient managed by the institution. Deliver an effective and efficient administration within the discipline. Maintain satisfactory clinical, professional and ethical standards in the department. Participate in commuted overtime as stipulated for district hospitals. Candidates are expected to perform overtime at the level of grade3 and clinical managers.

ENQUIRIES : Dr. E.M. Kekana (Medical Manager) Tel No: (036) – 342 7040
APPLICATIONS : All applications must be forwarded to: The Human Resource Department, Estcourt District Hospital, P/Bag x 7058, Estcourt, 3310.

NOTE : Candidates who have successfully attained the FCFP and/or Medical Officers. Family Medicine in 2019 and awaiting specialist registration with the HPCSA will be considered for this post.

CLOSING DATE : 26 June 2020

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POST 15/44 : MEDICAL SPECIALIST: OBS&GYNAE HIGH RISK OBSTETRICS REF NO: MEDSPECO&G HRO/1/2020
Department: Obstetrics and Gynaecology

SALARY : Grade 1: R1 106 040 per annum (all-inclusive salary package) excluding commuted overtime.
          Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.
          Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

CENTRE : IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department.

REQUIREMENTS : Medical Specialist qualification in Obstetrics and Gynecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology Recommendation – previous experience in a specialist position Experience Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist- Obstetrics and Gynaecology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, skills, training and competencies required: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES : Management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in designated hospitals as per the departmental call roster. Participate in the development and on-going provision of under- and Post- graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated Please note: This is a service post, and is not necessarily linked to being trained as a feto-maternal specialist - the latter requires separate application when the training position is available.

ENQUIRIES : Prof Sebitloane Tel No: (031) 2604390

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 or sent through email to applications@ialch.co.za.

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 : 26 June 2020
POST 15/45: MEDICAL SPECIALIST – OBSTETRICS AND Gynaecology - UROGYNAECOLOGY REF NO: MEDSPEC O&G UROGYNAE/2/2020 (X1 POST)

SALARY:
Grade 1: R1 106 040 per annum all-inclusive salary package (excluding commuted overtime)
Grade 2: R1 264 623 per annum all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 467 651 per annum all-inclusive salary package (excluding commuted overtime).

CENTRE:
IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the HOD.

REQUIREMENTS:
Specialist qualification in Obstetrics and Gynaecology. Registration with the Health Professions Council of South Africa as a Specialist in Obstetrics and Gynaecology. Prior experience in Urogynaecology will be an advantage. Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Obstetrics and Gynaecology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist – Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES:
Control and management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation (overtime). Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Active participation in outreach to regional / district hospitals as delegated. Participate in the development and on-going provision of under- and post- graduate health personnel teaching, involved in student teaching, training and assessments. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES:
Prof Sebitloane Tel No: 031 2604390

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 or sent through email to applications@ialch.co.za.

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. Please note: Please note: This is a service post, and is not necessarily linked to being trained as a urogynaecologist: the latter requires separate application when the training position is available.

CLOSING DATE: 26 June 2020
POST 15/46

MEDICAL SPECIALIST: TRAUMA TRANSPLANT

REF NO:
MEDSPECTRAUMA/TRANSPLANT/1/2020 (X1 POST)

Department: Trauma and Transplant

**SALARY**

Grade 1: R1 106 040 per annum (all-inclusive salary Package) (excluding commuted overtime)
Grade 2: R1 264 623 per annum (all-inclusive salary Package) (excluding commuted overtime)
Grade 3: R1 467 651 per annum (all-inclusive salary package) (excluding commuted overtime)

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. Current registration with HPCSA as Medical Specialist –Surgery. The appointment to Grade I requires no experience. The appointment to Grade II requires appropriate qualification, specialist registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. The appointment to Grade III requires appropriate qualification, specialist registration certificate, plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Applicants must be in possession of an appropriate higher surgical qualification and currently / eligible to be registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least experience in the management of transplant and including Critical care / ICU experience. Calls will include cover of Transplant and Trauma Unit. Completion of ATLS, eFAST course, MIMMS and, or ACLS/PALS. Transplant or access catheter experience.

**DUTIES**

Participation in the clinical transplant and trauma services: inter-disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness.

**ENQUIRIES**

Dr T C Hardcastle Tel No: (031) 240 2389

**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 or sent through email to applications@ialch.co.za.

**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**

26 June 2020
POST 15/47 : MEDICAL SPECIALIST: TRAUMA BURNS REF NO: MEDESPSBURNS&TRAUMA/2/2020 (X1 POST)
Department: Burns & Trauma Unit

SALARY : Grade 1: R 106 040 per annum (all-inclusive salary Package) (excluding commuted overtime)
Grade 2: R 264 623 per annum (all-inclusive salary Package) (excluding commuted overtime)
Grade 3: R 467 651 per annum (all-inclusive salary package) (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be in possession of an appropriate higher surgical qualification (General or Plastic Surgery) and currently registered with the Health Professions Council of South Africa. Current registration with HPCSA as Medical Specialist –Surgery. The appointment to Grade 1 requires no experience. The appointment to Grade 2 requires appropriate qualification, specialist registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General/Plastic Surgery. The appointment to Grade 3 requires appropriate qualification, specialist registration certificate, plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery/Plastic Surgery. Recommendations Preference will be given to applicants who have interest in the management of severe burns and including those with Critical care/ICU experience. Completion of ATLS, and, either ACLS or PALS required. Burns Fellowship advantageous.

DUTIES : Participation in the clinical burns services: interdisciplinary coordination of the management of the severely burned patient; assessment of external burn consultations: supervision of the MO staff within the unit: ensuring the highest standards of clinical, professional, and ethical behavior: undertake teaching of undergraduate medical students as required, postgraduate surgical trainees, and allied health care personnel: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in burn prevention. Participation in Trauma/TICU after-hours roster (on-call duties).

ENQUIRIES : Dr T C Hardcastle Tel No: (031) 240 2389

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 or sent through email to applications@ialch.co.za.

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 : 26 June 2020

POST 15/48 : MEDICAL SPECIALIST GRADE 1 – 3 (OBSTETRICS & GYNAECOLOGY) REF NO: PMMH/SPEC/O&G/02/2020 (X2 POSTS)

SALARY : Grade 1: R 106 040 – R 173 900 per annum
Grade 2: R 264 623 – R 342 230 per annum
Grade 3: R 467 651 – R 634 890 per annum

APPLICATIONS : 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 : 26 June 2020

POST 15/48 : MEDICAL SPECIALIST GRADE 1 – 3 (OBSTETRICS & GYNAECOLOGY) REF NO: PMMH/SPEC/O&G/02/2020 (X2 POSTS)

SALARY : Grade 1: R 106 040 – R 173 900 per annum
Grade 2: R 264 623 – R 342 230 per annum
Grade 3: R 467 651 – R 634 890 per annum

APPLICATIONS : 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 : 26 June 2020

POST 15/48 : MEDICAL SPECIALIST GRADE 1 – 3 (OBSTETRICS & GYNAECOLOGY) REF NO: PMMH/SPEC/O&G/02/2020 (X2 POSTS)

SALARY : Grade 1: R 106 040 – R 173 900 per annum
Grade 2: R 264 623 – R 342 230 per annum
Grade 3: R 467 651 – R 634 890 per annum

APPLICATIONS : 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 : 26 June 2020

POST 15/48 : MEDICAL SPECIALIST GRADE 1 – 3 (OBSTETRICS & GYNAECOLOGY) REF NO: PMMH/SPEC/O&G/02/2020 (X2 POSTS)

SALARY : Grade 1: R 106 040 – R 173 900 per annum
Grade 2: R 264 623 – R 342 230 per annum
Grade 3: R 467 651 – R 634 890 per annum

APPLICATIONS : 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.
the incumbent in the post would be required to enter into a performance contract for commuted overtime.

**CENTRE**

Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology

**REQUIREMENTS**

Experience: MBChB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Obstetrics & Gynaecology) Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty. Proof of current registration as a Medical Specialist with HPCSA. Experience: Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Medical Specialist Grade 3: Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year’s registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Obstetrics & Gynaecology. Ability to diagnose and manage common medical problems and surgical problems including emergencies in the department. Demonstrate the ability to work as a part of a multidisciplinary team and execute instructions from the head of Unit. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

**DUTIES**

Supervise and participate directly in patient care in all areas such as clinics, wards, theatres, etc. To execute duties and functions with proficiency, to support the aims and objectives of the head of department and the institution that are consistent with an acceptable standard of patient care. Provide in-patient and out-patient clinical services directly and ensure efficiency in patient care. Assist with undergraduate and post-graduate training and intern training programmes. Maintain clinical, professional and ethical conduct and participate in administrative responsibilities. Follow with due diligence internal department policies and procedure. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote ongoing staff development in accordance with departmental needs. Participate in all external stakeholder activities e.g UKZN academic activities and DOH activities on request from the head of department Performance of overtime duties (after hours, weekends, holidays) both on-site and off-site as a primary practitioner and/or consultant is a requirement.

**ENQUIRIES**

Dr NR Maharaj Tel No: (083) 7978111/9078111

**APPLICATIONS**

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

**FOR ATTENTION NOTE**

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

**CLOSING DATE**

03 July 2020

**POST 15/49**

DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UGU 03/2020

Component: Primary Health Care

**SALARY**

R843 618 per annum (All-inclusive package – consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules). Other Benefits: 12% Rural allowance on a claim basis.

**CENTRE REQUIREMENTS**

UGU Health District Office

Grade 12, 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, 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), A minimum of 9 years appropriate/recognizable experience in PHC nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level, Certificate of registration with SANC, Proof of current registration as a Professional Nurse with SANC, Proof of computer literacy (MS Office applications), Valid drivers’ license. Budgeting and Financial Management/Human Resource management/Citizen Focus and Responsiveness/Diversity Management/Impact and Influence/Communication and Information Management/Managing Interpersonal
DUTIES
Coordinate processes to monitor and evaluate the implementation of the District Health Plan and performance of primary health care services and systems within the Sub-Districts in line with public health indicators, norms, standards and targets with a view to report thereon and to initiate corrective action timeously; Coordinate planning, monitoring and evaluation of service delivery for Ray Nkonyeni and Umuziwabantu Municipality; Implementation of early warning systems for timeous response in improving service delivery; Coordinate processes to ensure that primary health care services are provided within the Sub-District Service Area with adequate support by multi-disciplinary teams attached to the PHC clinics; Monitoring and integration of outreach teams; Coordinate service delivery innovations in preparation for universal health coverage through NHI; Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems.

ENQUIRIES
Mrs N.C. Mkhize Tel No: (039) 688 3000

APPLICATIONS
Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.

FOR ATTENTION
Human Resource Department

CLOSING DATE
03 July 2020

POST 15/50
MEDICAL OFFICER (OBSTETRICS & GYNAECOLOGY) GRADE1-3 REF NO: PMMH/MO/O&G/01/2020 (X3 POSTS)

SALARY
Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 3 622 366 per annum (all-inclusive package)
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE
Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology

REQUIREMENTS
Experience: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. Community Service doctors who are completing their service may also apply however the appointment of successful applicants will be subject to the provision of proof of HPCSA registration as an Independent Medical Practitioner Experience: Medical Officer Grade 1: No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and 45
priorities within the domain Ability to teach; guide junior staff within the department.

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

**ENQUIRIES** :  
Dr NR Maharaj  
Tel No: (031) 907 8111 or (083) 797 8111

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

**FOR ATTENTION NOTE** :  
Mrs J Murugan  
Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** :  
26 July 2020

**POST 15/51** :  
MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: ITSH 11/2020

**SALARY** :  
Grade1: R821 205 per annum. Other benefit: 22% rural allowance of basic salary and Commuted Overtime.  
Grade 2: R938 964 per annum. Other benefit 22% rural allowance of basic salary and Commuted. Overtime.  
Grade 3: R1 089 693 per annum. Other benefit 22% rural allowance of basic salary and Commuted Overtime.

**CENTRE** :  
Itshelejuba Hospital

**REQUIREMENTS** :  
**Grade1**: Matric certificate (grade 12), MBCHB Degree or equivalent qualification PLUS, Registration certificate with the HPCSA as an independent Medical Practitioner, Current registration / proof of payment with HPCSA must be attached. **Grade 2**: five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner OR six (6) years relevant experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign employees who is not performing community service as required in South Africa. **Grade 3**: ten (10) years appropriate experience as Medical Officer after registration with HPCSA as a Medical Practitioner Or eleven (11) years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of who is not performing Community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound clinical supervisory skills, Ability to deal with all medical emergencies, Ability to access, diagnose and manage patience, Ability to work with multi-disciplinary team setting. Excellent communication skills, Knowledge of currently Health Legislation and policies at Public services, Knowledge of national quality standards relating to primary health care, Information management and quality assurance programmes, Good team building, problem solver and effective decision maker, Ability to perform safe caesarean/obstetric emergencies.

**DUTIES** :  
Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual’s patients to allow for continuity of care. Diagnose and evaluate patient’s state of health. Provision of quality patient cantered care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members. Provide community orientated Clinical Service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filling / completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department. Participate in quality improvement programmes, clinical audits,
attend peer review meetings and development of SOPS. Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime).

**ENQUIRIES**

All enquiries should be directed to Dr SF Simelane contact details: Tel No: (034) 413 4000

**APPLICATIONS**

All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or email to eliot.simelane@kznhealth.gov.za.

**NOTE**

An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, eg ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged.

**CLOSING DATE**

26 June 2020

**POST 15/52**

**ASSISTANT MANAGER NURSING: PLANNING, MONITORING AND EVALUATION REF NO: IMBALCHC 01/2020**

**SALARY**

R562 800 per annum. Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements). Employee must meet prescribed requirements and Medical Aid – Optional.

**CENTRE**

Imbalenhle Community Health Centre, Pietermaritzburg

**requirements**

Basic R425 (i.e. Degree/Diploma in General Nursing and Midwifery. Current registration with South Africa Nursing Council as a registered General Nurse and Midwife). Minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Valid Driver’s license. Proof of computer literacy. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service) Recommendation - At least one (1) year practical experience in Data Management. Knowledge, Skills, Training & Competencies Required: Leadership, Management, planning, organisation and co-ordination skills, Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical. In depth knowledge of monitoring and evaluation and legislative framework. Data management and ability to analyse and interpret complex information. Quality Assurance and Infection and Prevention and Control Guidelines and Principles. Understanding of HR policies and staff relations knowledge of DHMIS policy and relevant information system. Strong leadership, planning and organizational skills. Project management, financial management coupled with decision making and problems solving skills. Ability to work independently and under pressure. High level communication skills both written and verbal. Human resources management and computer skills.

**DUTIES**

Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan. Analyse data obtained from sources 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 planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all
units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.

ENQUIRIES : Mrs XNT Mtunzi Tel No: (033) 398 9100 ext. 9101
APPLICATIONS : Must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, IMBALI, and Pietermaritzburg.

NOTE : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

CLOSING DATE : 26 June 2020

POST 15/53 : OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- PAEDIATRICS/CHILD NURSING SCIENCE REF NO: OPMAN (SPEC NURS) PAEDS (CNS)/1/2020
Department: Paediatric Oncology

SALARY : R562 800 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-bas qualitative in the Child/Paediatric Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in a stressful environment.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Paediatric patients in various sub-specialities. Ensure that all programs related good child-health are implemented. Ensure cost-effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing’s office as requested.

ENQUIRIES : Ms NO Mkhize Tel No: (031) 2401069
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 or sent through email to applications@ialch.co.za.

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 : 26 June 2020

POST 15/54 : ASSISTANT DIRECTOR: RADIOGRAPHER (NUCLEAR MEDICINE) (GR 1)
REF NO: AD: RADNUCMED/1/2020 (X1 POST)

SALARY : R517 326 per annum Plus: 13th cheque, Medical aid – Optional and Housing Allowance - Employee must meet the prescribed requirements.

CENTRE : IALCH

REQUIREMENTS : An appropriate three year National Diploma/Degree in Nuclear Medicine Radiography. B. Tech: Radiography/B. Rad: Radiography (Nuclear Medicine) would be preferable. Current registration with the Health Professions Council of South Africa as a Nuclear Medicine Radiographer (Independent practice). A minimum of three (3) years current Nuclear Medicine Radiography experience after registration with the HPCSA as a Nuclear Medicine Radiographer, of which at least two (2) years must preferably be in a managerial/supervisory capacity in Nuclear Medicine. Recommendations: Experience with picture archiving & communication systems (PACS), hospital information systems (HIS) and Radiology information systems (RIS). Experience with financial and management reporting systems. Knowledge, Skills, Training and Competencies Required: Strategic managerial skills including working knowledge of Nuclear Medicine management. Sound knowledge of radiation safety regulations. Financial management skills. Policy formulation and analysis skills. Human resource management and empowerment skills. Sound knowledge of Nuclear Medicine equipment and protocols. Excellent communication and leadership skills. Computer literacy. Knowledge of radiographic training requirements. Ability to solve complex radiographic problems. Research skills. Knowledge and experience of relevant public service policies, acts and regulations. Sound human and interpersonal skills including negotiation skills. Professional ethics.

DUTIES : Co-ordinate and provide leadership in rendering, an efficient and up-to-date, Nuclear Medicine service in keeping with the Batho Pele principles. Ensure correct handling and utilisation of all radioactive substances in keeping with the Hazardous Substances Act. Develop the budget and control the expenditure by ensuring efficient and effective use of radiopharmaceuticals, and other consumables. Ensure that administrative functions necessary are performed to standard. Ensure that nuclear medicine policies and protocols are formulated and implemented. Engage in effective communication and interaction between departments, personnel and other service providers. Analyse the need for training and development of staff and where possible arrange training to meet this need. Implement departmental employee performance management development system. Recruitment and selection of staff.

ENQUIRIES: Dr N Tathiah Tel No: (031) 2401131

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 or sent through email to applications@ialch.co.za.

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** : 26 June 2020

**POST 15/55**: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: EMS/11/2020

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

**CENTRE** : Emmaus Hospital

**REQUIREMENTS** :
- Basic R 425 Qualification i.e. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as professional nurse. Minimum of 7 years appropriate recognize experience after registration as a General Nurse. Current SANC receipt (2020). NB Certificate of service from previous employer is compulsory, please include verification of employment from current employer, which must be endorsed and sign by Human Resource Management. Recommendation Proof of Computer Literacy. Driver’s license.

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

**ENQUIRIES** : Mrs KS Dunne Tel No: (036) 488 1570

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

**FOR ATTENTION** : Human Resource Manager

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

**CLOSING DATE** : 26 June 2020
POST 15/56 : CLINICAL PROGRAMME COORDINATOR REF NO: NDW / CPC/5/20

SALARY : Grade 1: R444 276 per annum per annum. Other Benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee to meet prescribed requirements), 8% rural allowance.

CENTRE : Ndwele CHC


DUTIES : Develop and implement infection control, programmer’s guideline, protocols norms and standards for the CHC plus satellite clinics. Establishment, maintain and participate inter-professional and multi-discipline teamwork that promotes effective and efficient health care. Conduct inspection ensure compliance to infection control guidelines. Manage the establishment of infection control committees in the institution. Provide professional and technical support for the provision of infection control practices. Train and develop employee’s in infection practices to develop the necessary insight to sustain a climate sensitive to infection control needs. Demonstrate effective communication with patients, supervisor and other clinicians including report writing and statistics required. Effective coordination of IPC and activities pertaining to Ideal clinic, Norms and standards. Conduct quarterly IPC audits in Ndwele CHC and satellite clinics and effective maintaining of quality improvement plans. Develop, facilitate and coordinate risk assessment team for Ndwele CHC and satellite clinics.

ENQUIRIES : Dr O Ayeni Tel No: (032) 532 3048/50

APPLICATIONS : should be forwarded to: The Chief Executive Officer Ndwele CHC, Private Bag x 528, Ndwele, 4342.

FOR ATTENTION : Dr. O Ayeni Tel No: (032) 532 3050

NOTE : Directions to candidates the following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply."NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 26 June 2020

POST 15/57 : OPERATIONAL MANAGER NURSING GR 1 (GENERAL) REF NO: GS 31/20

(X1 POST)

Component – Nursing – Surgical Ward

Re- Advertisement

SALARY : Grade 1: R444 276 per annum (+ 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements).

CENTRE : Greys Hospital

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. Recommendations: At least 3 years of experience in a supervisor’s capacity will be an advantage. Knowledge, skills and experience Knowledge of

**DUTIES**: Ability to provide professional leadership. 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. To monitor waiting times for clinic areas and for elective cases 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. 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. Implementation and management of Infection Prevention and Control protocols. 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 31/20. 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**: 26 June 2020

**POST 15/58**: CLINICAL PROGRAMME CO-ORDINATOR GR1 (OSD) QUALITY ASSURANCE CO-ORDINATOR REF NO: OTH CHC 08/2020 (X1 POST)

**SALARY**: R444 276 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home owner’s allowance (employee must meet prescribed Requirements)

**CENTRE REQUIREMENTS**: Othobothini Community Health Centre (Jozini)

**QUALIFICATION**: Senior Certificate / STD 10/ Grade12. Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of (7) year’s appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020). Current Registration with SANC as Professional Nurse (2020) NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be attached. Recommendation: Valid driver’s license. Computer Literacy. Knowledge, Skills, Training and Competencies Required: Demonstrate in a depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope

**DUTIES**: Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Perform quality improvement audits and survey monthly and report to Senior Management. Monitor and Evaluate delivery of quality care at the institution and clinics. Ensure implementation of National Core Standards and Provincial initiatives (Patient Rights Charter, Batho Pele Programmes etc.). Coordinate quality improvement initiative at the institution and clinics. Monitor and Evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the PHC and District Hospital; package of care. Provide advice on various aspects of quality care and IPC to the institution and clinics. Provide monthly reports to both Supervisor and CHC Management about progress of service delivery. Conduct and provide IPC surveillance report and feedback to the relevant stakeholder. Monitor clinical areas on regular basis to ensure compliance to IPC guidelines and processes. Ensure that written/existing policies and procedures are reviewed and implemented. Ensure proper reporting of proper notifiable diseases. Represent the institution in the District and Provincial IPC Forum. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.

**ENQUIRIES**: Mr. R.S.M Ngcobo (CEO) Tel No: (066) 3209734 / 0721336412

**APPLICATIONS**: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department.

**NOTE**: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, certificate of service/proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, Employment Equity Target: African Male.

**CLOSING DATE**: 03 July 2020

**POST 15/59**: CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL PRACTITIONER) REF NO: EMS/12/2020

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

**CENTRE**: Emmaus Hospital

**REQUIREMENTS**: Basic R 425 Qualification i.e. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as professional nurse. Minimum of 7 years appropriate recognize experience after registration as a General Nurse. Current SANC receipt. NB: Proof of current and previous experience endorsed by Human Resource Department (Certificate of Service) Recommendation Valid Code 08 Drivers License. Proof of Computer Literacy (Certificate required) Knowledge & Skills Good management and analytical skills. Good communication leadership and interpersonal skills. Ability to work in a team. Knowledgeable of all relevant prescripts i.e. Provincial Health Act 2000, The Nursing Act, Occupational Health and Safety Act.

**DUTIES**: Develop and ensure implementation of infection control plan the institution and feeder clinics. Provide support to the Hospital Management team to ensure that a high standard of infection prevention and control is maintained. Advice the Hospital Manager of all identified infection control risk and recommendations thereof. To ensure that all departments and clinics are provided with infection control guidelines and protocols and that these are implemented. Assist the Hospital Manager with co – ordination and management of infection control
committee meetings and clinical governance meetings. Provide Management and Supervisors with up to date infection control information. Provide effective and efficient infection control services in the institution. Ensure that written policies and procedures for infection prevention and control services are reviewed and implemented. Develop and implement an effective infection prevention and control in-service training programme. Ensure an effective monitoring and evaluation system of the infection control programme. Plan the budget for infection prevention control department and exercise control over utilization of such a budget. Review outbreak of infection and advise on how outbreaks can be managed and prevented. Ensure effective surveillance system for managing health care associated infection, and notifiable medical conditions for sub district. Report on the incidents and prevalence of alert organisms and communicable diseases to the District CDC Coordinator.

**ENQUIRES:** Mrs KS Dunne Tel No: (036) 488 1570

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

**FOR ATTENTION:** Human Resource Manager

**NOTE:** Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance. 26 June 2020

**CLOSING DATE**

**POST 15/60:** RADIATION ONCOLOGY RADIOGRAPHER (RADIOTherapist) REF NO: RADIOONCO RAD/1/2020 (X1 POST)

**Department:** Radiation Oncology

**SALARY:**

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

**CENTRE:** EThekwini Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)

**REQUIREMENTS:** Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: **Grade 1:** Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicant with a four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, skills, training and competences required: Knowledge of radiotherapy standard
techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images/C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.

**DUTIES**

Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liaise with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

**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 or sent through email to applications@ialch.co.za.

**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**

26 June 2020

**POST 15/61**

CLINICAL NURSE PRACTITIONER REF NO: NDW /CNP/06/20 (X1 POST)

Component MOPD & Acute Stream

**SALARY**

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 33 – R579 696 per annum
Other Benefits Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque.

**CENTRE REQUIREMENTS**

Ndwedwe CHC

Senior Certificate (grade12) or Equivalent Degree/Diploma in General Nursing and Midwifery Minimum of 4 Years recognizable experience in Nursing after registration as a Professional Nurse with SANC, in General Nursing and PHC. Post basic qualification with duration of at least 1 year in Curative Skills in Primary, Health Care accredited with SANC. Proof of current registration with SANC as a professional Nurse (2020) Knowledge, Skills And Competencies Required Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Act, Health Act, Patients, Rights Charter, Batho- pele principles, Public service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problem solving abilities. Financial management skills and budgeting knowledge. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of
challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.

**DUTIES**

Ensures the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Ensure the supervision of Nursing Care through adequate supervision. Deal with grievances and labour relations issues in terms of laid down procedures/policies. Ensures supervision and provision of basic patient’s needs. Promote preventing and promote health for clients. Evaluate treatment, implementation of programs and evaluation of patient’s clinical conditions. Attend and participate in doctors’ visit. Health Education of patients staff and public Assessing in-service training needs, planning and implementing training programs. Assist patients and families to develop a sense of care.

**ENQUIRIES**

Dr O Ayeni Tel No: (032) 532 3048/50

**APPLICATIONS**

All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.

**FOR ATTENTION**

Dr O Ayeni Tel No: (032) 532 3050

**NOTE**

Directions To Candidates the following documents must be submitted:

- Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za.
- Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatives in all occupational categories in the department)"People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

**CLOSING DATE**

26 June 2020

**POST 15/62**

CLINICAL NURSE PRACTITIONER GR1 REF NO: OTH CHC 09/2020 (X1 POST)

**SALARY**

Grade 1: R383 226 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home owner’s allowance (employee must meet prescribed Requirements)

**CENTRE**

Othobothini Community Health Centre (Jozini)

**REQUIREMENTS**

- Matric / Grade 12. Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC (2020). Registration with SANC in General Nursing, Midwifery and Primary Health Care. A post basic nursing qualification (of at least 1 year) in Clinical Nursing Science, health Assessment, Treatment and care accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Batho Pele Principles, Patients’ rights, Nursing Act etc. Conflict handling and counseling skills. Good report writing skills. Good communication skills both verbal and written. Good interpersonal skills. Project, financial and time management skills. Understanding of challenges facing Public Health Sector. Ability to plan and prioritize issues and other work related matters and comply with time frames.

**DUTIES**

Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patient’s records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems, areas needing improvement and communicate them to Operational Manager. Co-ordination of services within the institution and other services related to community health (NGO’s, CBO’s, CHW. Ensure supervision, provision and basic patient’s needs. Evaluate and follow up patients during clinic visits. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients clinical
conditions. Attend and participate during doctor’s visits. Provide education to
patients, staff and public. Assess in service training needs, planning and
implementation of training. Kindly attach certificate of Service/ Proof of work
experience endorsed by HR.

**ENQUIRIES**
N.I. Mthethwa (Deputy Manager Nursing) Tel No: (035) 572 5590

**APPLICATIONS**
Please forward applications quoting reference number to: Human Resource
Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 or
hand deliver to Othobothini CHC HR Department.

**NOTE**
Applications must be submitted on the Application for Employment Form (Z83),
which is obtainable at any Government Department or from website-
www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational
qualifications, certificate of service/proof of experience signed by HR office
must be submitted together with your CV. People with disabilities should feel
free to apply. Reference numbers must be indicated on the space provided.
Please note that appointment will be subject to positive outcome obtained from
NIA on the following checks: security clearance, credit record, qualifications,
citizenship, and previous experience verification. Should you not hear from us
three months after the closing date, please accept that your application was
not successful, Employment Equity Target: African Male.

**CLOSING DATE**
03 July 2020

**POST 15/63**
CLINICAL NURSE PRACTITIONER GR 1 OR 2 REF NO: JOZ CLI 01/2020
(X2 POSTS)

**SALARY**
Grade 1: R383 226.per annum (OSD)
Grade 2: R471 333.per annum (OSD)
Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional),
Housing Allowance (employee to meet prescribed requirements)

**CENTRE**
Othobothini Community Health Centre (Jozini Clinic)

**REQUIREMENTS**
Senior Certificate/STD 10/Grade12. Basic R425 qualification (Diploma/ Degree
in nursing or equivalent qualification that allows registration with SANC as a
Professional Nurse and Midwife. 1 year post basic qualification in Clinical
Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with
SANC Proof of current registration with SANC (2020). Proof of current and
previous experience endorsed and stamped by HR (Certificate of Service).

**Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing
after registration as a professional nurse with SANC in General Nursing and
Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognizable
experience in nursing after registration as a Professional Nurse with SANC in
General Nursing. At least 10 years of the period referred to above must be
appropriate/ recognizable experience after obtaining a 1 year post basic
qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment
and Care accredited with SANC. Knowledge, Skills, Attributes And Abilities:
Knowledge of Nursing care and procedures. Knowledge of SANC Rules and
Regulations and other relevant Legal Framework. Knowledge of Quality
Assurance programmes, Batho- Pele principles and Patient Rights Charter
Human Resource Management and basic financial management skills
.Leadership, Supervisory and reporting writing skills. Good communication,
Counsel, Interpersonal relations, Conflict Management, Decision making and
Problem solving skills.

**DUTIES**
Promote preventive and promotive health for clients through outreaches and
OSS. Ensure efficient and effective utilization and control of surgical sundries,
pharmaceuticals, equipment and miscellaneous stock. Assist in compiling and
updating of procedural guidelines. Identify problems and areas of improvement
and communicate with the Operational Manager. Deal with grievances and
Labour Relations issues in terms of laid down procedures/ policies. Provide
direct and indirect supervision of junior staff and give guidance for quality
patient care. Implement infection control standards and practices to improve
quality of health care. Initiate treatment and ensure evaluation of patients’
clinical conditions. Participate in Health Promotion activities in the mobile
points and in the community. Assess in-service training needs, plan and
implement training. Participate in data management processes. Participate in
attainment of National Core Standards, realization of Ideal Clinic (ICRM), PSI
and surveys on PEC and waiting times.

**ENQUIRIES**
Mrs. B.S.V Ndlovu Tel No: (035) 572 1162 or (061) 669 6797
APPLICATIONS: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 Or hand deliver to Othobothini CHC HR Department.

NOTE: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE: 03 July 2020

POST 15/64: CLINICAL NURSE PRACTITIONER (GR 1 OR 2) SCHOOL HEALTH REF NO: JOZ CLI 02/2020 (X1 POST)

SALARY: Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)
Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE: Othobothini CHC (Jozini Clinic)

REQUIREMENTS:
Senior Certificate/STD 10/ Grade12. Basic R425 qualification (Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC Proof of current registration with SANC (2020). Recommendation: Unendorsed Driver’s License (code 10). Proof of current and previous experience endorsed and stamped by HR (Certificate of Service).

Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Knowledge, Skills, Attributes And Abilities: Knowledge of Public Service Acts, regulations and policies. Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written leadership, interpersonal relations, conflict management, and problem solving skills and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct. Planning and Code of Conduct. Team building and diversity Management skills. Empathy and counseling skills. Willingness to work shifts, night duty, week-ends and Public Holidays; including extended hours where need arises.

DUTIES: Ensure that clinical strategies to manage health conditions contained under ISHP, HP and AYHP programme are implemented. Ensure proper implementation of ISHP, HP, AYHP (AYFS) Guidelines. Collaborate with other programs to address social ills amongst MCWH, HAST & WBCOHT including challenges related to teenage pregnancy. Ensure that screening for learners in Grade R, 1, 4, 8 and 10 and other grades in all quintiles is increased by 5% per annum. Monitor ISHP, HP and AYHP indicators which measure health practices. Participate in compiling of Quarterly ISHP, AYHP reports. Maintain records appropriate to the health promotion programme. Attend interdepartmental health promotion forum meetings. Ensure implementation of national Programmes to empower young girls and boys, like She Conquers, ZAZI Camps, Rise young women clubs, Youth Clubs, AYFS, Soul Buddyz, Siyaya Emhlengeni. Conduct trainings and in-service trainings on new developments and new guidelines. Train health care workers at PHC level on
ISHP, HP & AYHP. Capacitate other government departments through integrated trainings on ISHP related matters. Plan, organize and conduct community rallies events and or campaigns that convey health messages and practices which support health programme strategies. Support community outreach/awareness that incorporates ISHP, HP & AYHP. Conduct awareness and campaigns that convey health messages at facilities and community level. Make use of local radio stations for community education. Distribute IEC material with health messages.

ENQUIRIES:
Mrs. B.S.V Ndlovu Tel No: (035) 572 1162 or (061) 669 6797

APPLICATIONS:
Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE:
Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE:
03 July 2020

POST 15/65:
PROFESSIONAL NURSE: (GRADE 1 OR 2) ADVANCED MIDWIFERY AND NEONATAL REF NO: JOZ CLI 03/2020 (X1 POST)

SALARY:
Grade 1: R383 226 per annum. (OSD)
Grade 2: R471 333. per annum (OSD)
Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE:
Othobothini Community Health Centre (Jozini Clinic)

REQUIREMENTS:
Senior Certificate/STD 10/ Grade12. Basic R425 qualification (i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC (2020) Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written leadership, interpersonal relations, conflict management, and problem solving skills and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct. Planning and Code of Conduct. Team building and diversity Management skills. Empathy and counselling skills. Willingness to work shifts, night duty, week-ends and Public Holidays; including extended hours where need arises.

DUTIES:
Perform specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the Maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services delivery strategies. Improve perinatal mortality and morbidity through implementation of priority programmes. Participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality, and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during antepartum and post-partum periods, manage them or refer them according to policies and protocols. Participate in the development of mission and vision and objectives for obstetric unit, including the development, implementation and review of obstetric procedures and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or
religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' Right Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g. NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the NURSING Profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data for use to improve quality service. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented; assisting with training, mentoring and coaching staff to impart skills and knowledge for improved quality care.

ENQUIRIES: 
Mrs. B.S.V Ndlovu Tel No: (035) 572 1162 or 061 669 6797

APPLICATIONS: 
Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department. NOTE: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE: 03 July 2020

POST 15/66: CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: ITSH 12/2020 (X2 POSTS)

SALARY: 
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

CENTRE: Itshelejuba Hospital (Kwashoba Clinic and Ncotshane Clinic)

REQUIREMENTS: 
Grade 12(Senior certificate) Standard 10 or vocational certificate plus, Degree/Diploma in Nursing, General Nurse and Midwifery plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care(PHC). Current registration with SANC as a General Professional Nurse and Primary Health Care plus A minimum of for (Current registration with SANC as a General Professional Nurse and Primary Health Care plus A minimum of for () years appropriate/recognisable nursing experience as a General Nurse. NB: Certificate of service must be attached Experience Grade 1: A minimum of four () years appropriate/recognisable experience as General Nurse. Grade 2: A minimum of fourteen (14) years appropriate/recognisable experience as a General Nurse. At least ten (10) years of this period must be appropriate/recognisable experience in PHC after obtaining the relevant 1 year post basic qualification for the relevant speciality. NB: Certificate of service must be attached as proof of experience.

DUTIES: 
Provide quality comprehensive Primary care by promoting preventative, curative and rehabilitative services for the clients and community in line with PHC engineering. Perform clinical nursing practise in accordance with the scope of practise and nursing standard for primary health care. Provide administrative services such as providing accurate statistics for evaluation, future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Plan and Organise own work
and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance in support of the Operational Manager. Order and monitor appropriate levels of consumables. Participate in clinical records audits and act on GAPS identified. Work effectively, co-operatively and amiably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: After hour on call services.

ENQUIRIES
All enquiries should be directed to Mrs TG Msibi Tel No: 034-4134000

APPLICATIONS
All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 and also emailed to Elliot.simelane@kznhealth.gov.za (due to COVID 19)

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

CLOSING DATE
26 June 2020

POST 15/67
ASSISTANT DIRECTOR: FINANCE REF NO: NDH 08/2020

SALARY
R376 596 per annum. Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements). Employee must meet prescribed requirements and Medical Aid – Optional.

CENTRE
Northdale Hospital Pietermaritzburg

REQUIREMENTS
Senior Certificate STD 10/Grade 12, National diploma/ degree in Financial Management or Equivalent Qualification, 3-5 Years in Finance/Supply Chain, of which three years (03) must be in a supervisory level, A valid driver’s license Code B (08) Knowledge, Skills, Training And Competence Required: Management and organizational skills, Good Listening, writing and communication skills, Computer skills, MS Office, proficiency in Microsoft Excel, Good Leadership, management and decision making skills, Knowledge of current Health Public Service Policies, Regulations and Legislations including medical ethics, epidemiology and statistics, Extensive knowledge of BAS and knowledge of Persal System Proof of current and previous experience endorsed and stamped by your HR (Certificate of service)

DUTIES
Improve Financial Management for the hospital and the clinics. Ensuring the facility has an effective cash flow management system. Monitor the % of budget spent according to projection. Ensure that the facility has an approved Procurement Plan and Improve Supply Chain Management. Ensure department meets in strategic objectives and Budget is aligned to APP. Approved Bid Committee to ensure effective SCM processes. Ensure the implementation of the total quality management framework and compliance to National Core Standards. Ensure clearance of suspense account and proper debt management. Ensure effective functioning of Cash Flow Committee, Board of Survey, Quotation Committee and Loss Control Committee. Ensure that equipment, goods and services are procured in a cost effective way.
Ensure the facility conducts quarterly and annual stock take and timeously submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes. Maintain adequate availability and efficient utilization of staff in the finance section Recruitment, selection and placement of personnel in his/her section. Staff performance assessed in terms of the departmental performance management systems. Ensure Staff are trained and developed to improve efficiency, accuracy and performance of the component. Ensure compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct internal audit and risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to the accounting officer Disclosures of interest/ conflict of interest at appropriate structures/ times for e.g SCM committees Develop and 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**

Mrs K. Makhathini  
Tel No: (033) 387 9009

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager posted to Private Bag x9006, Pietermaritzburg, 3200 or email to Thulisile.Myaka@kznhealth.gov.za

**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, 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. The target group in terms of employment equity target for an advertised post is an African male.

**CLOSING DATE**

26 June 2020

**POST 15/68**

**ASSISTANT DIRECTOR: HRM REF NO: UGU 02/2020**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

UGU Health District Office

**REQUIREMENTS**

Grade 12, Degree/National Diploma in Human Resource Management / Public Administration/Public Management, 3 - 5 years’ experience in Human Resource component, of which three (03) years must be supervisory level, A valid code B (08) driver’s license, Computer literacy (MS word, excel and powerpoint), Proof of current and previous work experience endorsed and stamped by Human Resources Manager, Broad knowledge and understanding of Human Resource Management, In-depth knowledge of relevant acts, policies and regulations in Human Resource Management, Sound knowledge of Persal, project and financial management, Sound decision making, planning and leadership skills, Good communication (verbal and written) skills.

**DUTIES**

Management of day-to-day functioning of the Human Resource Department (Labour relations, HR Practices, Employee Wellness, HR Development & Planning) for the District Office, Ugu Forensic Mortuaries and EMS to ensure the rendering of high quality services. Management and control of
compensation of employee’s budgets and resources allocated to the Human Resources component. Participate in the development of Human Resource policies that are in line with HR strategies of the department and ensure that they are implemented. Develop Human Resource Plan and Employment Equity Plan for the District Office and ensure that they are put into practice. Coordinate all HRD programmes and activities. Plan, control and monitor personnel budget and expenditure for the District Office. Promote efficiency in a manner which financial and human resources are utilized in the HR department and that the use of resources is in accordance with relevant government prescripts. Management of recruitment and selection of staff in different fields within the District Office, Ugu Forensic Mortuaries and EMS. Supervise staff and manage Human Resource Risk areas and assets. Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and moral. Promote and maintain sound labour peace within the District Office, Ugu Forensic Mortuaries and EMS and also represent the District Office at conciliation and arbitration sittings. Advise managers and supervisors on all human resource management matters to ensure that they conform to the public service act and other relevant legislation. Investigate and preside over disciplinary cases within the District Office and District wide. Attend District and provincial meetings.

ENQUIRIES: Mrs L.V. Sakyiamah Tel No: (039) 688 3000
APPLICATIONS: Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
FOR ATTENTION: Human Resource Department
CLOSING DATE: 26 June 2020
POST 15/69: ULTRASOUND RADIOGRAPHER GRADE 1/2/3 REF NO: IMBALCHC 02/2020 (X1 POST)

SALARY:
Grade 1: R374 364. per annum
Grade 2: R440 982 per annum
Grade 3: R519 456. per annum
Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) - Employee must meet prescribed requirements and Medical Aid – Optional

CENTRE:
Imbalenhle Community Health Centre, Pietermaritzburg

REQUIREMENTS:
Senior certificate/Grade 12; National Diploma/Degree in Ultrasound PLUS Original registration with Health Professions Council of South Africa (HPCSA) in the Category Independent Practice; Ultrasound Current registration with Health Professions Council of South Africa for 2020-2021 in the category Independent Practice: Ultrasound Ultrasound Radiographer Grade 1: Four (4) years appropriate experience after registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer Ultrasound Radiographer Grade 2: Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound Ultrasound Radiographer Grade 3 - Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound Proof of current and previous experience endorsed and stamped by your HR (Certificate of service) . Knowledge, Skills, Training & Competencies Required: Sound knowledge of Obstetrics and Gynaecology ultrasound, Sound knowledge of General ultrasound scans, Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills, Computer literacy, Knowledge of relevant Health and Safety Policies, Regulations and Acts, Able to work autonomously, Sound communication, problem solving, teaching and training skills, Good interpersonal relations and ability to perform well within a team.

DUTIES:
Provision of high quality ultrasound services according to patient’s needs; execute all ultrasound procedures competently to prevent complications; Perform general administrative, reception and clerical duties as required; Provide guidance and supervision to junior staff and students; Promote Batho Pele in execution of all duties for effective service delivery; Inspect and utilize equipment professionally to ensure that they comply with safety regulations; Give factual information to patients and clients on ultrasound; Promote good health practices and ensure optimal patient care; Compile report and memos as required in the working environment Participate in Ultrasound quality improvement programs and compliance with National Core Standards; Participate in developing protocols to ensure that sonographic services comply
with the required prescripts; Participate in continued professional development (CPD)

ENQUIRIES : Dr. ZYNL Nzimande Tel No: (033) 398 9100 EXT: 9124
APPLICATIONS : Must Be Forwarded To: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

NOTE : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

CLOSING DATE : 26 June 2020
ANNEXURE H

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

CLOSING DATE
: 26 June 2020

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

ERRATUM: Kindly note that the post of Deputy Director: Quality Assurance, Directorate: Health Impact Assessment (Head Office, Cape Town) advertised in Public Service Vacancy Circular 14 dated 29 May 2020, Ref no 14/82 the closing date has been added as follows: 19 June 2020

OTHER POSTS

POST 15/70
: MEDICAL SPECIALIST: GRADE 1 TO 3 (CARDIOTHORACIC SURGERY) (5/8TH)

SALARY
: Grade 1: R691 275 per annum
Grade 2: R790 389 per annum
Grade 3: R917 283 per annum
(A portion of the package can be structured according to the individual’s personal needs).

CENTRE
: Tygerberg Hospital, Parow Valley

REQUIREMENTS
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration as a Cardiothoracic Surgeon with the Health Professions Council of South Africa (HPCSA). Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Ability to work in a team and under pressure.

DUTIES
: Provision of evidence-based quality patient care which includes pre-operative, operative and post-operative care of Cardiothoracic Surgery patients. Maintaining a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the Cardiothoracic team. Supervision and facilitation of post graduate research projects. Active involvement in clinical research. Effective administration and management of the Cardiothoracic unit and theatre.

ENQUIRIES
: Prof JT Janson Tel No: (021) 938-9438

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

NOTE
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. 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. Please note that the aforesaid concession is only applicable on the health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

POST 15/71
: ASSISTANT MANAGER NURSING (SPECIALTY: ONCOLOGY, PSYCHIATRY) (WARDS)

SALARY
: R614 991 per annum (PN-B4)

CENTRE
: Groote Schuur Hospital, Observatory
**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and surgical Nursing Science: Oncology Nursing or Advance Psychiatric Nursing. Registration with a professional council: Current registration with SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in Oncology Nursing or Advance Psychiatric Nursing after obtaining the one-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Extensive knowledge in Oncology or Advance Psychiatric Nursing Science. Leadership and the Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework; Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

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

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

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

**POST 15/72**: OPERATIONAL MANAGER (SPECIALTY: NEPHROLOGY)

**SALARY**: R562 800 per annum (PN-B3)

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with the professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES**: The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in The Nephrology Unit. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the...
area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
Ms F Marthinus Tel No: (021) 938-4055

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

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

**POST 15/73**
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)

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

**CENTRE**
Western Cape College of Nursing

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: Grade 1: A minimum of 4 years appropriate/recongnisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recongnisable 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/recongnisable 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 license. 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. Practical knowledge of research methodology and Quality Management. Computer skills.

**DUTIES**
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 the clinic.

**ENQUIRIES**
Dr Tendani Mabuda Tel No: (021) 684 1202

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

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

**POST 15/74**
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)
Garden Route Health District

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

**CENTRE**
Oudtshoorn Sub-district

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: Grade 1: A minimum of 4 years appropriate/recongnisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recongnisable 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/recongnisable experience in the specific specialty after obtaining the 1-year post-basic qualification as
mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the tree official languages of the Western Cape. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Computer literacy (MS Office). Proficiency in Opthalmic Clinical practice.

**DUTIES**

Ensure efficient planning, control and the effective use of all resources. Ensure that all prescribed health policies are implemented. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery. Responsible for operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDC, clinics, mobiles and satellites).

**ENQUIRIES**

Ms J Matyhila Tel No: (044) 203-7205

**APPLICATIONS**

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

**NOTE**

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

**POST 15/75**

QUALITY ASSURANCE COORDINATOR

West Coast District

**SALARY**

R376 596 annum

**CENTRE**

West Coast District Office (Stationed at Saldanha Bay Sub-district)

**REQUIREMENTS**

Minimum educational qualification: Appropriate 4-year Health Related Diploma/degree that is registarable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health and Safety (OH and S). Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Have the Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

To support the Health Establishment staff and Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms and Standards requirements. To ensure the maintenance of the Infection Prevention and Control (IPC) standards. To establish measures that will ensure Health and Safety of staff and users. To help build the competency of staff by identifying, planning and addressing Quality Improvement (OI), Infection, Prevention and Control (IPC) and Occupational Health and Safety training needs. To Monitor data quality in the Health Establishment and update the Health Establishment Training data base.

**ENQUIRIES**

Ms E Van Ster Tel No: (022) 487-9269

**APPLICATIONS**

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

**NOTE**

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

**POST 15/76**

MEDICAL PHYSICIST (INTERN)

**SALARY**

R352 395 per annum

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

Minimum educational qualification: An appropriate qualification that allows for registration with the HPCSA as Medical Physicist (Intern). Registration with a professional council: Registration with the Health Profession Council of South Africa as a Medical Physicist Intern. Competencies (knowledge/skills): Be a highly motivated and methodical individual who pays attention to detail and the ability to work under pressure and meet deadlines. Computer literate. Good communication and interpersonal relationship skills. Insight and problem solving capabilities. Mathematical competency. Understand the theoretical physics of radiotherapy, diagnostic radiology and nuclear medicine.

**DUTIES**

The candidate will undergo internship training for a minimum of 2 years as an intern medical physicist according to the HPCSA-accredited training program at Groote Schuur Hospital. The candidate is expected to take part in all quality control, dosimetry, brachytherapy and radiation protection calculations and measurements performed in the Division. The candidate will be expected to perform routine medical physics duties under supervision.
ENQUIRIES:
Ms Nanette Bruwer Tel No: (021) 404-6266/76, fax (021) 404-6269

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

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

POST 15/77:

CASE MANAGER
Chief Directorate: Metro Health Services

SALARY:
R316 791 per annum

CENTRE:
Victoria Hospital

REQUIREMENTS:
Minimum educational qualification: A health-related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule, ICD-10 and the Medical Schemes Act 131 of 1998 and Regulations i.e. (PMB Legislation). Knowledge of EDI (Electronic Data Interchange), Managed Health Care standards and patient billing. Ability to link patient diagnoses with procedure codes. Computer Literacy (MS Word/Excel). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES:
(key result areas/outputs): Perform hospital Case Management functions wrt authorisation, benefit management and review of clinical information for externally funded clients. Co-ordinate the workflow processes between clinical and admin personnel supporting various role players within the hospital wrt ICD-10 codes, prescribed minimum benefits and account queries. Conduct clinical audits of Medical Aids and State Departments, eg. RAF and COIDA to ensure accuracy of invoices. Implement Case Management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients and compile statistical reports. Supervision of staff and liaison with relevant role players in matters relating to Case Management.

ENQUIRIES:
Ms K. Jackson Tel. No: (012-799 1290)

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

NOTE:
No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.

POST 15/78:

SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION AND HOSPITAL FEES) AND MEDICAL RECORDS
Chief Directorate: Rural Health Services

SALARY:
R316 791 per annum

CENTRE:
George Regional Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience. Inherent requirements of the job: Valid (code B/EB) drivers licence. Willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access), Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and strong sense of responsibility. Good organisational and administrative skills and the ability to function in a team and under pressure.

DUTIES:
Manage Patient Administration Services, Medical Records and Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP’s and PFMA. Interpretation and communication of Finance Instructions and Revenue Notices. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Conduct and attend meetings and forums. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control.

ENQUIRIES:
Ms L Odendaal Tel No: (044) 802-4347
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

POST 15/79: SENIOR ADMINISTRATIVE OFFICER: FINANCE
Overberg District

SALARY: R316 791 per annum
CENTRE: Hermanus Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Competencies (knowledge/skills): Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, Clinicom and Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES: Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts. Ensure sound labour practices are executed and implemented. Responsible for Inventory control, warehouse management and Asset Management processes. Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Supervise Patient Administration, Medical Records, and Hospital Fees Departments.

ENQUIRIES: Ms CE Langley Tel No: (028) 313-5220

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

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

POST 15/80: ADMINISTRATION CLERK: SUPPORT (ADMISSIONS) (X 2 POSTS)
Overberg District

SALARY: R173 703 per annum
CENTRE: Hermanus CDC
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in Hospital or Clinic Environment. Experience in PHCIS system. Inherent requirement of the job: Valid (B/EB) drivers license. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work on Primary Health Care Information System.


ENQUIRIES: Ms MA Samuels Tel No: (028) 313-5301

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

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

POST 15/81: ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT
Central Karoo District

SALARY: R173 703 per annum
CENTRE: Beaufort West Hospital
Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL.

DUTIES: Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.

ENQUIRIES: Mr EJ Jewel Tel No: (023) 414-8291
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.

POST 15/82: ADMINISTRATION CLERK: SUPPORT
Overberg District

SALARY: R173 703 per annum
CENTRE: Otto du Plessis Hospital, Cape Agulhas Sub-district
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirements of job: Valid (Code B/EB) drivers license. Willingness to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) and data capturing. Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom /Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Reception, Registry and Records Management skills. Knowledge of Leave policy, Finance/Supply Chain policies and applicable Public Service prescripts.

DUTIES: Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient’s valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders Effective assistance and support to supervisor, colleagues and other institutions.

ENQUIRIES: Ms S Laubscher Tel No: (028) 424-1167
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.

POST 15/83: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)
Overberg District

SALARY: R173 703 per annum
CENTRE: Caledon Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPAs) of the post. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues. Experience: Appropriate experience in Supply Chain Management, Warehouse/Asset Management. Appropriate experience in LOGIS system. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge and practical experience of the LOGIS system, Asset Management functions. Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three
**DUTIES**: Perform all Warehouse Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users.

**ENQUIRIES**
Mr G Bucchianeri Tel No: (028) 212-1070

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

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

**POST 15/84**
**ADMINISTRATION CLERK: WARDS (X3 POSTS)**
Chief Directorate: Metro Health Services

**SALARY**: R173 703 per annum

**CENTRE**: Wesfleur Hospital

**REQUIREMENTS**
Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience in health/hospital environment. Inherent requirement of the job: Willingness to work weekends and night shift if needed. Competencies (knowledge/skills): Good communication skills in at least two or the three official languages of the Western Cape. Competent in Microsoft Excel and Microsoft word. Ability to maintain confidentiality. Ability to work under pressure.

**DUTIES**: Effective and efficient ward administration (telephonic enquiries, typing, faxing, photocopying etc.). Effective management of financial resources/ordering of consumables from SCM. Complete and accurate compilation of monthly statistics. Perform general administrative duties.

**ENQUIRIES**
Ms LA Abrahams, Tel. No: (021) 571-8060

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

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

**POST 15/85**
**TELEKOM OPERATOR**
Overberg District

**SALARY**: R145 281 per annum

**CENTRE**: Caledon Hospital

**REQUIREMENTS**
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7).Experience: Appropriate experience in operating an electronic switchboard and a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**: Handling of the Switchboard equipment and related tasks such as answering telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order and report and follow up all faults to BCX. Administration of monthly telephone accounts, monitor, place and keep record off all cellular, national and international calls. Manage Internal Mobile phones, keep the operator's directory up to date, speed dials of the hospital and Clinics. Provide administrative support to the supervisor, registry functions, record, distribute incoming and outgoing mail.

**ENQUIRIES**
Ms N Fudu Tel No: (028) 212 1070

**APPLICATIONS**
The Overberg District Office: N2 Highway, Caledon Hospital, Private Bag X07, Caledon, 7320.

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

**POST 15/86**
**HEALTH PROMOTER (X2 POSTS)**
Chief Directorate: Metro Health Services

**SALARY**: R145 281 per annum
CENTRE: Du Noon CHC (X1 Post) Mamre CDC (X1 Post)

REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape.

DUTIES: Render a Health Promotion service within Facilities and surrounding Community. Plan and implement health projects in facilities, schools and communities to meet objectives. Assist and strengthen COPC in the community. Liaise with stakeholders to promote an integrated approach to health care. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective record of activities and consumables. Work together with students, assist them with health promotion projects and compile community profiles. Support to Facility Manager at Facilities.

ENQUIRIES: Du Noon CHC: Mr W Caesar Tel. No: (021) 200-4500, Mamre CDC: Ms A Marcus Tel No: (021) 576-1175

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.

POST 15/87: PORTER Chief Directorate: Metro Health Services

SALARY: R102 534 per annum

CENTRE: Vanguard Community Health Centre

REQUIREMENTS: Minimum requirement: Basic Numeracy and literacy skills. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to carry folders to departments and maintain folder archives store. Prepared to handle bodies or corpses. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Maintain wheelchair register, keep wheelchairs clean and in a good condition; liaise with SCM for needs. Carry stock orders from main facility store & pharmacy and deliver the to various departments. Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley between various departments including ambulance. Assist with checking and replacement of oxygen cylinders in wards or treatment areas. Assist with shifting of medical equipment between departments and stores, and report any defects.

ENQUIRIES: Ms M Whyte Tel No: (021) 695-8261

APPLICATIONS: The Director: Metro District Health Services, Southern/Western Sub-structure, People Management, 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.

POST 15/88: PORTER Cape Winelands Health District

SALARY: R102 534 per annum

CENTRE: Robertson Hospital, Langeberg Sub-District

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from
wards to the mortuary and entering details in the mortuary register and responsible for cleaning of mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

ENQUIRIES: Mr P Kleintjies Tel No: (023) 626 8551
APPLICATIONS: the Manager: Medical Services: Langeberg Sub District Office, Private Bag X617, Robertson, 6705.
FOR ATTENTION: Ms T Padiachy
NOTE: No payment of any kind is required when applying for this post.

POST 15/89: DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Metro Health Services
SALARY: R102 534 per annum
CENTRE: False Bay Hospital
REQUIREMENTS: Minimum requirement Basic numeracy and literacy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (B) driver’s licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of routine maintenance and inspections, for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks.
ENQUIRIES: Ms S Levy Tel. No: (021) 782-1121/5205
APPLICATIONS: The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Valyland, Fish Hoek, 7978
FOR ATTENTION: Ms L Shoosmith
NOTE: No payment of any kind is required when applying for this post.

POST 15/90: HOUSEHOLD AID (X2 POSTS)
Overberg District
SALARY: R102 534 per annum
CENTRE: Hermanus CDC (X1 Post)
Overstrand Sub-district (X1 Post)
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic environment. Inherent requirements for the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Relief duties in other departments when necessary perform overtime and night duty. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Good interpersonal skills.
DUTIES: Provide a clean, hygienic and safe environment within the Hospital.ie (sweeping, scrubbing, refuse removal, High dusting, mopping, polishing, cleaning Hospital grounds, cleaning of windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Ensure correct and cost effective usage of all equipment and stocks.
ENQUIRIES: Ms MA Samuels Tel No: (028) 313-5200
APPLICATIONS: The Director: Overberg District Office, Private Bag X 07, Caledon, 7230.
FOR ATTENTION: Ms A Krie
NOTE: No payment of any kind is required when applying for this post.
**POST 15/91**  
**CLEANER: SESSIONAL (X2 POSTS)**  
(Contract Period 1 July 2020 till 31 March 2022)  
Cape Winelands Health District

**SALARY**  
R14 046 per annum 4 Hours per week (R67.53 per hour) (X1 Post), 16 Hours per week: R 56 184 per annum (R67.53 per hour) (X1 Post)

**CENTRE**  
Breedevalley Primary Health Care, Breedevalley Sub-district

**REQUIREMENTS**  
Minimum requirement: Basic literacy and numeracy skills. Inherent requirement of the job: The ability to do physical tasks, operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**  
Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removing and maintenance of general neatness and hygiene of the clinics. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery. Relieve grounds man duties when necessary

**ENQUIRIES**  
Ms S Gagu  
Tel No: (023) 8142-262

**APPLICATIONS**  
The Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 684.

**FOR ATTENTION**  
Mrs JB Salie

**NOTE**  
No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews may be expected to complete a practical test.