PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2020
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1. Introduction
   1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
   1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates
   2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
   2.2 Applicants must indicate the reference number of the vacancy in their applications.
   2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
   2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments
   3.1 The contents of this Circular must be brought to the attention of all employees.
   3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
   3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
   3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate
   4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ For more information regarding the course please visit the NSG website: www.thensg.gov.za.
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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 this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

MANAGEMENT ECHELON

POST 21/01 : DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT REF NO: 28293/01

SALARY : R1 521 591 per annum (Level 15) (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines. (Kindly note that this is a re-advertisement and candidates who had previously applied are encouraged to re-apply).

CENTRE : Pretoria

REQUIREMENTS : Grade 12, an undergraduate qualification with preference in either Public Management/Economics or Development Studies and a postgraduate qualification (NQF Level 8) as recognised by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. A strategic thinker with background on municipal operations. Applicants who have a legal background will have an added advantage. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of the Local Government Municipal Finance Management Act. Knowledge of the Local Government Municipal Property Rates Act. Understanding of Cooperative Governance.

DUTIES : As the Deputy Director-General, the incumbent will perform the following duties: Oversee the management and facilitate the development of sound human resource management systems for Municipalities. Oversee the coordination of municipal service partnerships as well as develop and implement revenue enhancement programmes in Municipalities. Ensure the implementation of the Municipal Property Rates Act. Ensure the development and implementation of citizen engagement programmes. Receive corruption, investigate and ensure consequences for fraud and corruption in local Government. Promote good governance and support municipal establishment processes.

ENQUIRIES : Ms M.G. Mahlangu Tel No: (012) 334 0517

APPLICATIONS : Applications may be submitted electronically via email to cogta76@ursonline.co.za via fax: 086 415 5709

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

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, copies of ID, Grade 12 Certificate and other qualifications, as well as SAQA verification report for foreign qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of
responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below post is a senior management post. Candidates should therefore possess strong managerial and financial management skills. The requirements for appointment at Senior Management Service level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ Candidates, who are shortlisted, could expect to undergo management competency assessments: Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills.

CLOSING DATE : 18 September 2020

OTHER POST

POST 21/02 : DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION (NW, FS AND EC) REF NO: 28314/01

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 and implementation including scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Monitor the financial and non-financial reporting as per legislative requirements through the utilization of MiG-MIS. Manage the projects site visits and evaluate site visit reports. Manage and assess the business plans of municipalities to meet the general and specific sector requirements.

ENQUIRIES : Ms V. Mabitsi Tel No: (012) 336 5655
APPLICATIONS : Applications may be submitted electronically via email to cogta77@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900.
NOTE : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.
CLOSING DATE : 25 September 2020
DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS: Must be submitted electronically via E-Mail: LMNHRM@dcs.gov.za For full details of the post, visit the Correctional Services website: www.dcs.gov.za Limpopo/Mpumalanga/North West Region: no hand delivery applications will be accepted.

CLOSING DATE: 18 September 202 at 15H45

NOTE: Candidates must comply with the minimum appointment requirements CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time. NB: Indicate the reference number and position you are applying for on your application form (Z83) before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the Department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview. NB: The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Electronically applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and a valid driver’s licence. Uncertified documents will be accepted. Where an advertisement states that a valid driver’s licence is required, then please submit. Please Note: Should you be shortlisted applicants will be required to bring along original copies of qualification and SA ID document. Please send a separate and complete application for each post you applying for, stating the correct reference for each position you are interested in.

OTHER POSTS

POST 21/03: SOCIAL WORKER MANAGER GRADE 1 REF NO: LMN 2020/08/66
Management Area: Polokwane Correctional Centre

SALARY: R794 889 per annum
CENTRE: Polokwane Correctional Centre
REQUIREMENTS: Recognised BA Degree in Social Work and 10 years’ experience after registration as Social Worker with the South African Council for Social Services Professions. At least 5 years’ experience should be gained at supervisory level. Computer literate. Valid driver’s licence. Competencies And Attributes: Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and
strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.

**DUTIES**

Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets.

**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwé Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

**POST 21/04**

**DEPUTY DIRECTOR: REGIONAL COORDINATOR: LEGAL SERVICES**

(MR-6) REF NO: LMN 2020/08/63

Management Area: Regional Office

**SALARY**

R763 212 per annum (all-inclusive package)

**CENTRE**

Regional Office

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwé Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/05**

**DEPUTY DIRECTOR: REGIONAL COORDINATOR: FINANCIAL MANAGEMENT**

(RE NO: LMN 2020/08/62

Management Area: Regional Office

**SALARY**

R733 257 per annum (all inclusive package)

**CENTRE**

Regional Office

**REQUIREMENTS**

Recognised three (3) National Diploma or B-Degree in Accounting or Financial Management. 3-5 years management experience in a financial management environment. Knowledge of BAS and LOGIS systems. Computer Literacy. Valid driver’s licence. Competencies And Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, applied strategic thinking, Ability to network. Diplomacy and tactful Influence and impact.

**DUTIES**

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/06 : DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES
REF NO: LMN 2020/08/64
Management Area: Bethal Management Area

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : Area Commissioner's Office
REQUIREMENTS : Recognize National Diploma/ B-Degree in Human Resource Management or equivalent qualification. At least 3-5 years’ experience in entry middle management in Corporate Services/Human Resource Management environment. Knowledge of Persal System. Computer literacy. Valid driver's license. Competencies And Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

DUTIES : The incumbent will be accountable for managing Human Resource Provisioning, Utilization, development, special programmes (EAP, HIV/AIDS, Equity and Employee wellness programmes), Employee Relations, and Legal Services in the management area. Ensure compliance to HR policies, procedures, standards and applicable legislative Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management systems. The incumbent will also be responsible for budget management of human resources as well as strategic issues. Improve performance and career management systems. Improve Human Resource development programmes and services. Performance management and monitoring is also a key responsibility.

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

POST 21/07 : DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: LMN 2020/08/65
Management Area: Polokwane Management Area

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : Area Commissioner’s Office

DUTIES : Effective management of financial and supply chain management functions in Management Area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the Management Area budgets. Management of human resource, finance and assets.
ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwle Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

POST 21/08 : ASSISTANT MANAGER: NURSING (PHC) REF NO: LMN 2020/08/67
Management Area: Witbank Management Area

SALARY : R614 991 per annum

CENTRE : Area Commissioner's Office

REQUIREMENTS : Diploma/Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, Communication, Financial management, Project and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

DUTIES : Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwle Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/09 : OPERATIONAL MANAGER NURSING (PHC) (X2 POSTS)

SALARY : R562 800 per annum

CENTRE : Bethal Correctional Centre Ref No: LMN 2020/08/68
Management Area: Rustenburg Management Area: Mogwase Correctional Centre Ref No: LMN 2020/08/69

REQUIREMENTS : National Diploma/ Degree in Nursing or equivalent qualification. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver’s licence. Competencies And Attributes: Understanding of the Public Service Policy and legislative Framework, Program Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

DUTIES : Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Display a
concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care to ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of resources.

ENQUIRIES:
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/10:
CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) (X9 POSTS)

SALARY:
R383 226 per annum

CENTRE:
Barberton Management Area: Maximum Correctional Centre Ref No: LMN 2020/08/81 (X4 Posts)
Brits Correctional Centre: Ref No: LMN 2020/08/82
Rustenburg Centre of Excellence: Ref No: LMN 2020/08/83
Rooigrond Management Area: Medium A Correctional Centre Ref No: LMN 2020/08/84
Makhado Correctional Centre: Ref No: LMN 2020/08/85
Medium B Correctional Centre: Ref No: LMN 2020/08/86

REQUIREMENTS:
Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies And Attributes:
- Understanding of Public Service Policy and legislative framework, program management, confidentiality, time management, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management, ability to coordinate and collaborate with internal and external stakeholders.

DUTIES:
Provide direction and supervision in the implementation of the nursing plan, Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the relevant laws and regulations; Display a concern for patients, promoting and advocating proper treatment and care, including awareness to respond to patient's needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of resources.

ENQUIRIES:
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

POST 21/11:
ASSISTANT DIRECTOR: MANAGER HUMAN RESOURCE ADMINISTRATION REF NO: LMN 2020/08/73

SALARY:
R376 596 per annum

CENTRE:
Regional Office

REQUIREMENTS:
Recognised three (3) year National Diploma/Degree in Human Resource Management or equivalent qualification. 3 – 5 years’ supervisory experience in Human Resource environment. Knowledge of Persal system. Computer literacy. Valid driver’s licence. Competencies And Attributes:
- Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making,
Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management.

**DUTIES**


**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiw Nekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziquub Tel No: (012) 306 2041

**POST 21/12**

**ASSISTANT DIRECTOR: MANAGER EMPLOYEE RELATIONS (X2 POSTS)**

**SALARY**

R376 596 per annum

**CENTRE**

Klerksdorp Management Area

Polokwane Management Area

**REQUIREMENTS**

National Diploma/Degree in Labour Law/ Labour Relations or equivalent qualification. 3-5 years supervisory experience in employee relations environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management System.

**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiw Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziquub Tel No: (012) 306 2041

**POST 21/13**

**ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE SUPPORT REF NO: LMN 2020/08/76**

Management Area: Klerksdorp Management Area

**SALARY**

R376 596 per annum

**CENTRE**

Area Commissioner’s Office

**REQUIREMENTS**

National Diploma/Degree in Human Resource Management or equivalent qualifications, plus 3- 5 years relevant work experience gained on a supervisory post. PERSAL training course, Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication and negotiation skills, facilitation skills, financial management, project and programme management. Plan, organize, lead and control. Conflict and change management, client orientation and customer focus, service delivery innovation, time management and decision making, people management and empowerment, integrity and honesty, confidentiality and internal audits, coaching and mentoring, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel. Influence and impact, ability to network and diplomacy.

**DUTIES**

Manage performance management functions in the management area. Manage personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of resources.
ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwle Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/14 : ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE DEVELOPMENT REF NO: LMN 2020/08/77
Management Area: Polokwane Management Area

SALARY : R376 596 per annum
CENTRE : National Diploma/Degree in Human Resource Management or equivalent qualification. 3-5 years relevant work experience gain on a supervisory field of HRD. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.


ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwle Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

POST 21/15 : ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT) REF NO: LMN 2020/08/78
Management Area: Thohoyandou Management Area

SALARY : R376 596 per annum
CENTRE : Recognized National diploma/Degree in Information Technology or equivalent qualification in Information Technology and 3-5 years supervisory experience in Information Technology Infrastructure environment. Valid driver’s licence. Competencies And Attributes: Strong communication and report-writing skills, Good understanding of MS Windows 10 as well as the MS Office suite, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven.

DUTIES : The effective management of department's LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP and Video Conferencing. Team Leaders of human resource, Finance and Management of IT Assets.

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwle Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
POST 21/16:
ASSISTANT DIRECTOR: MANAGER: PRODUCTION WORKSHOP AND AGRICULTURE (X2 POSTS)

SALARY: R376 596 per annum
CENTRE: Barberton Management Area Ref No: LMN 2020/08/79
Thohoyandou Management Area Ref No: LMN 2020/08/80

REQUIREMENTS:
Relevant three (3) year National Diploma/Degree in Agricultural Sciences or equivalent qualification. 3-5 years’ supervisory experience in production workshop or agricultural environment. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training and development, Report writing, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness.

DUTIES:
Promotion of self-sufficiency with regard agricultural and workshop products. Coordinates the implementation of production workshop and agriculture policies and procedures. Conduct quality assessment of agricultural and production workshops services. Maintain production workshops and service standards in the management area. Manage the implementation of occupational safety Act in the production and agriculture environment (OHS Act). Manage human resources, finances and assets.

ENQUIRIES:
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

POST 21/17:
ASSISTANT DIRECTOR: MANAGER: LEGAL ADMINISTRATION OFFICER: MR5

SALARY: R373 389 – R533 772 per annum
CENTRE: Klerksdorp Management Area Ref No: LMN 2020/08/71
Rustenburg Management Area Re No: LMN 2020/08/72

REQUIREMENTS:
Recognised LLB Degree and/or experience in a legal administration environment. Admitted Attorney/Advocate will be recommended. At least eight (8) years’ appropriate post qualification legal experience. Computer literate. Valid drivers’ licence. competencies and attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Service rendering and creditability.

DUTIES:

ENQUIRIES:
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

POST 21/18:
SOCIAL WORKER GRADE II RE NO: 2020/08/92

Management Area: Rustenburg Management Area

SALARY: R316 794 per annum
CENTRE: Rustenburg Correctional Centre

REQUIREMENTS:
Recognised BA Degree in Social Work. Registration with the South African Council for Social Services. Ten (10) years’ experience after registration with the South African Council for Social Services Professions. Computer literate. Valid driver’s licence. Competencies And Attributes: Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and
DUTIES: Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Management of resources.

ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwé Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/19: SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANCE PROGRAMME REF NO: LMN 2020/08/87

Management Area: Polokwane Management Area

SALARY: R316 791 per annum

CENTRE: Area Commissioner’s Office

REQUIREMENTS: Recognized three years National Diploma/Degree in relation to the EAP work field and / or relevant 5 years’ experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literate. Valid driver’s licence. Competencies And Attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skills, counselling skills, Ability to interpret policy/legislation. Conflict management, inculcation and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network. Counselling, presentation and communication skills. Professionalism, ability to plan and organise.

DUTIES: Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record-keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.

ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwé Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/20: SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SECRETARY REF NO: LMN 2020/08/88

Management Area: Rooigrond Management Area

SALARY: R316 791 per annum

CENTRE: Area Commissioner’s Office

REQUIREMENTS: Relevant 3 year National Diploma/Degree or equivalent qualification in Public Administration/Office Administration and 3-5 years’ relevant work experience in administration support services. Computer literate. Valid driver’s licence. Competencies And Attributes: Communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

DUTIES: Manage documentation in the office of the Area Commissioner/ Regional Head and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner. Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination
of performance information. Coordination of reports in liaison with Department’s oversight bodies. Liaise with various stakeholders.

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandile Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/21 : SENIOR PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT (X2 POSTS)

SALARY : R316 791 per annum
CENTRE : Barberton Management Area: Commissioner’s Office: Ref No: LMN 2020/08/89
Klerksdorp Management Area: Commissioner’s Office Ref No: LMN 2020/08/90

REQUIREMENTS : National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 3-5 years relevant work experience in a similar environment. Computer literate. Knowledge of LOGIS. Valid driver’s licence. Competencies and attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

DUTIES : Implementation of relevant policies, management of LOGIS and Procurement. Conducting of procurement and LOGIS inspections. Finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies. Management of resources.

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandile Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/22 : SENIOR STATE ACCOUNTANT: SUPERVISOR FINACIAL ACCOUNTING

SALARY : R316 791 per annum
CENTRE : Rooigrond Management Area: Commissioner’s Office

REQUIREMENTS : National Diploma/Degree in Financial Management or equivalent qualification and 3-5 relevant work experience. Experience working on BAS. Computer literate. A valid driver’s licence. Competencies And Attributes Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, Treasury Regulations.

DUTIES : Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget. Maintain activity delimitation of the Department. Provide financial training with regard to financial and human resource management. Provide an administrative support function. Manage finances, assets and human resources.

ENQUIRIES : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandile Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/23 : SOCIAL WORKER: GRADE 1 (X2 POSTS)

SALARY : R257 592 per annum
CENTRE : Rooigrond Management Area: Medium A Community Correction Ref No: 2020/08/102
Rustenburg Management Area: Mogwase Community Correction Ref No: 2020/08/103
**REQUIREMENTS**: Recognised BA Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers’ licence. Competencies And Attributes: Problem solving and decision making, facilitation skills, Plan and organize, lead and control, project management, Presentation skills, counselling skills, ability to interpret policy/legislations, conflict management, coaching and mentoring, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation and strategic management skills the ability to interpret policy/legislative matters and operate within the management area. The ability to coordinate and collaborate with internal and external stakeholder.

**DUTIES**: Provide needs based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.

**ENQUIRIES**: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiswe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/24**: STATE ACCOUNTANT: VOUCHER CONTROL REF NO: 2020/08/104

**REQUIREMENTS**: National Diploma / Degree in Accounting or Financial Management. 2-3 years relevant work experience in Government Financial Systems. Computer literate. (Knowledge of BAS) Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**DUTIES**: Manage the infrastructure for finance related practises. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filling of all captured documentation in line with policy.

**ENQUIRIES**: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiswe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/25**: STATE ACCOUNTANT: BUDGET REF NO: 2020/08/105

**REQUIREMENTS**: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver’s licence. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwie Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/26: STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING REF NO: LMN 2020/08/106

SALARY: R257 508 per annum

CENTRE: Area Commissioner's Office

REQUIREMENTS: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence. Competencies And Attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.


ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwie Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/27: ADMINISTRATIVE CLEKR: BASIC ACCOUNTING SYSTEM REF NO: LMN 2020/08/107

SALARY: R257 508 per annum

CENTRE: Barberton Management Area (Commissioner's Office)

REQUIREMENTS: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making. Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

DUTIES: Execution of financial management policies. The management of budget. The rendering of general activities, the management of Bas. Management of resources and assets.

ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwie Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/28: ADMINISTRATION OFFICER: PERSONNEL REF NO: LMN 2020/08/108

SALARY: R257 508 per annum

CENTRE: Thohoyandou Management Area (Commissioner's Office)

work, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

**DUTIES**

Ensure the implementation of Human Resource policies such as leave administration, state accommodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets.

**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

**POST 21/29**

**ADMINISTRATION OFFICER: LOGISTICS**

**REF NO:** LMN 2020/08/109

**SALARY**

R257 508 per annum

**CENTRE**

Polokwane Management Area: Commissioner's Office

**REQUIREMENTS**

Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Working experience on Logis will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

**DUTIES**

Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies.

**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/30**

**PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE (X2 POSTS)**

**SALARY**

R257 508 per annum

**CENTRE**

Polokwane Management Area: Commissioner's Office Ref No: LMN 2020/08/110

Rooigrond Management Area: Commissioner's Office Ref No: LMN 2020/08/111

**REQUIREMENTS**

National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or any equivalent qualification. 2-3 years relevant work experience. Computer literate. Valid driver’s licence. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**DUTIES**

Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage and check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/delivered and distributed. Management of Human Resources, finances and assets.

**ENQUIRIES**

Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
POST 21/31: PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 REF NO: LMN 2020/08/112

SALARY: R256 905 per annum
CENTRE: Bethal Correctional Centre
REQUIREMENTS: Diploma/ Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation. Competencies And Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

DUTIES: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/32: ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION REF NO: LMN 2020/08/113

SALARY: R208 584 per annum
CENTRE: Witbank Management Area: Area Commissioner’s Office
REQUIREMENTS: National Diploma/Degree in Logistics or equivalent qualification. 1-2 years’ experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Knowledge of PAS2.6/LOGIS. Computer literate. Valid driver’s licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.


ENQUIRIES: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

POST 21/33: ADMINISTRATION RECRUITMENT AND PLACEMENT (X2 POSTS)

SALARY: R208 584 per annum
CENTRE: Barberton Management Area: Commissioner's Office Ref No: LMN 2020/08/114
Witbank Management Area: Commissioner’s Office Ref No: 2020/08/115
REQUIREMENTS: Recognized National Diploma/ Degrees in Human Resource or equivalent qualification and 1-2 years’ experience in recruitment and placement. Computer Literate. Valid driver’s licence. Competencies And Attributes: Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Service Policy, Recruitment processes and Legislative framework, service delivery, report writing, Integrity and honesty,
Assertiveness, influence and impact. Ability to work under pressure. Dynamic and professional. Sound communication skills.


**ENQUIRIES**: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandile Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/34**: **ARTISAN PRODUCTION GRADE A: WELDER REF NO: LMN 2020/08/116**
Management Area: Barberton Management Area

**SALARY**: R190 653 per annum

**CENTRE**: Medium B Correctional Centre


**ENQUIRIES**: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandile Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/35**: **ARTISAN PRODUCTION GRADE A: PLUMNER REF NO: LMN 2020/08/117**
Management Area: Barberton Management Area

**SALARY**: R190 653 per annum

**CENTRE**: Medium B Correctional Centre

**REQUIREMENTS**: Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver’s licence. Competencies and Attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

**DUTIES**: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

**ENQUIRIES**: Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandile Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/36**: **SECRETARY (X2 POSTS)**

**SALARY**: R173 703 per annum

**CENTRE**: Management Area: Regional Office Ref No: LMN 2020/08/118
Regional Head Finance and Supply Chain Management Ref No: LMN 2020/08/119

**REQUIREMENTS**: Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added ad-antage. Computer literate. Competencies And Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, service delivery and client
orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure and telephone etiquette.

**DUTIES**

**ENQUIRIES**
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwel Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr. Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/37**
**SWITCHBOARD OPERATOR REF NO: LMN 2020/08/120**
Management Area: Polokwane Management Area

**SALARY**
R145 281 per annum

**CENTRE**
Tzaneen Correctional Centre

**REQUIREMENTS**
Grade 12 and relevant work experience. Experience in the operation of the switchboard. Computer literate. Competencies And Attributes: Communication, Planning and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Strong and friendly personality. Ability to work under pressure.

**DUTIES**
Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep an updated telephone list. Record and maintain the register for security related matters. Management of assets.

**ENQUIRIES**
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwel Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr. Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/38**
**DRIVER/MESSENGER REF NO: LMN 2020/08/121**

**SALARY**
R145 281 per annum

**CENTRE**
Office of the Regional Commissioner

**REQUIREMENTS**
Grade 12. Valid code 08 driver's licence. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Competencies And Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to Transport.

**DUTIES**
Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Collect and deliver documentation and related items in the Department. Copy and fax documents and assist in the registry. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Regional Commissioner. Keep accurate record of all the official trips, complete the log book.

**ENQUIRIES**
Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwel Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr. Zamani Ziqubu Tel No: (012) 306 2041
ANNEXURE C

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 21 September 2020 at 16:00

NOTE : Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver’s license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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/. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which is communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON


SALARY : R1 057 326 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund Head Office
DUTIES: Oversee the development of appropriate governance to support fund's strategy development process. Manage the implementation of the monitoring and evaluation framework. Monitor the evaluation and analysis of service delivery. Manage all resources within the Directorate.

ENQUIRIES: Mr TS Maruping Tel No: (012) 337 1410/1885
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

OTHER POSTS

POST 21/40: DEPUTY DIRECTOR: CONTACT CENTRE REF NO: HR 5/1/2/3/31

SALARY: R733 257 – R863 748 per annum (All Inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Develop and monitor the Contact Centre, strategies, guidelines and plans. Design and apply effective problem solving processes and procedures. Manage relationship between internal and external stakeholders. Management of resources in the sub directorate.

ENQUIRIES: Mr AJ Modiba Tel No: (012) 406 5608
APPLICATIONS: Direct Your Applications To: Email: Jobs-CF@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/41: DEPUTY DIRECTOR: DEMAND AND ACQUISITIONS REF NO: HR 5/1/2/3/30

SALARY: R733 257 – R863 748 per annum (All Inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Manage the procurement process in the Fund. Manage the demand and acquisition process. Manage the administration of Supply Chain Management contracts. Manage of resources in the Sub-directorate.

ENQUIRIES: Ms R Kgantsi Tel No: (012) 406 5669
APPLICATIONS: Direct Your Applications To: Email: Jobs-CF@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/42: DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HR 5/1/2/3/39

SALARY: R733 257 – R863 748 per annum (All Inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Manage financial misconduct, losses and claims. Manage entity oversight and financial performance. Manage effective audit coordination, governance and financial regulatory framework within the Fund. Manage all resources in the sub-directorate.

ENQUIRIES: Mr L Kotta Tel No: (012) 319-9208
APPLICATIONS FOR ATTENTION: Direct Your Applications To: Email: Jobs-CF@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/43: ASSISTANT DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF NO: HR 5/1/2/3/29 (Re-Advert)

SALARY: R470 040 – R443 601 per annum (Level 10)
CENTRE: Compensation Fund, Pretoria

DUTIES: Facilitate the implementation of the service delivery improvements and customer satisfaction on dependence and product/service patronage. Maintain customer relationships with stakeholders for service delivery improvements. Participate in change management sessions for service delivery improvements programmes. Management of resources in the sub-directorate.

ENQUIRIES: Mr AJ Modiba Tel No: (012) 406 5608
APPLICATIONS FOR ATTENTION: Direct Your Applications To: Email: Jobs-CF@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 21/44: ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: HR 5/1/2/3/28

SALARY: R376 596 – R443 601 per annum (Level 09)
**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**:

**DUTIES**:
Provide inputs in the development of compliance management plans, policies and strategies. Implement Funds’ compliance management Programme. Conduct awareness campaigns to alert employees of applicable legislations and regulations.

**ENQUIRIES**:
Ms K Nkabinde Tel No: (012) 319 9295

**APPLICATIONS**:
Direct Your Applications To: Email: Jobs-CF@labour.gov.za

**FOR ATTENTION**:
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE**:
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/45**: ASSISTANT DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: HR 5/1/2/3/27

**SALARY**: R376 596 – R443 601 per annum (Level 09)

**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**:

**DUTIES**:
Provide inputs in the development of business continuity management plans, policies and strategies. Co-ordinate the implementation entity-wide business continuity strategies and response arrangements. Conduct awareness campaigns to alert employees of disruptive events.

**ENQUIRIES**:
Ms K Nkabinde Tel No: (012) 319 9295

**APPLICATIONS**:
Direct Your Applications To: Email: Jobs-CF@labour.gov.za

**FOR ATTENTION**:
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE**:
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/46**: ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/26

**SALARY**: R376 596 – R443 601 per annum (Level 09)

**CENTRE**: Compensation Fund, Pretoria

**REQUIREMENTS**:

**DUTIES:** Provide inputs and implement the compliance and assurance audits strategies, plans guidelines and methodology. Conduct compliance and assurance audits assignment in accordance with the audit methodology. Provide progress on compliance and assurance audits activities.

**ENQUIRIES:** Ms B Kalomba Tel No: (012) 319 9291

**APPLICATIONS FOR ATTENTION:** Direct Your Applications To: Email: Jobs-CF@labour.gov.za

**NOTE:** Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/47**

**ASSISTANT DIRECTOR: PRIVATE EMPLOYER REF NO: HR 5/1/2/3/34**

(12 Months contract)

**SALARY**

R376 596 – R443 601 per annum (Level 09)

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES:** Coordinate the payment of Compensation benefits. Facilitate the provision of operational and technical support to provincial offices and processing labour centres. Provide inputs in the development/reviewing of COID policies, strategies, guidelines and plans.

**ENQUIRIES**

Mr TS Khanyilie Tel No: (012) 406-5723

**APPLICATIONS FOR ATTENTION:** Direct Your Applications To: Email: Jobs-CF@labour.gov.za

**NOTE:** Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/48**

**ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/35**

**SALARY**

R 376 596 – R443 601 per annum (Level 09)

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**

A Three-year tertiary qualification in Auditing/Financial Management/Compliance Management/Internal Auditing. Valid drivers license. 2 years functional experience on Senior Admin Officer in Employer audit environment. 2 years supervisory experience. Knowledge: Compensation Fund business strategies and goals, Customer service principles (Batho pele principles), Compensation Fund value Understanding of risk management and audit practices, Corporate governance guidelines and strategies, IT
Proficiency, IT Operating system, COIDA, Generally Recognised Accounting practices (GRAP), Debtor Management. Legislative requirements: Public Finance Management Act (PFMA), Public Service Act (PSA), Public service Regulation (PSR), Occupational Health and Safety (OHS), Basic Conditions of Employment, Labour Relations. Skills: Accounting, Communication (verbal and written), Computer Literacy (MS Office Suite), Interpersonal, Time Management, Report Writing, Planning and Organising, Creativity, Numeracy, Financial Management, People Management.

**DUTIES**: Manage the provision of support to provincial office. Manage and Coordinate employer audits activities within the Fund. Manage and participate in employer compliance policy development and review across the Fund and other stakeholders. Manage all resources in the Sub-directorate.

**APPLICATIONS**

**ENQUIRIES**

**FOR ATTENTION**

**NOTE**: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/49**

**ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT**

**REF NO:** HR 4/ 4/3/2/ASDEPM/ UIF

**SALARY**: R376 596 per annum

**CENTRE**: Unemployment Insurance Fund Head Office

**REQUIREMENTS**: A three (3) year tertiary qualification in Human Resources Management/ Human Resources Development/ Public Management/ Public Administration. Our (4) years experience of which Two (2) must be functional experience in the field of Performance Management and two (2) years experience at supervisory level in the same field. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Batho Pele Principles, Performance Management Policies and directives, Labour Relations Act (LRA). Skills: Conflict Management, Analytical Skills, Problem Solving, Presentation, Planning and Organizing, Communication, Report Writing, Creativity, Numeracy, Time Management.


**APPLICATIONS**: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

**ENQUIRIES**

**NOTE**: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/50**

**ASSISTANT DIRECTOR: RISK MANAGEMENT**

**REF NO:** HR 4/ 4/3/2/ASDRM/ UIF

**SALARY**: R376 596 per annum

**CENTRE**: Unemployment Insurance Fund Head Office


**DUTIES**: Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund Manage resources (Human. Financial, Equipment/ Assets) in the section.

**ENQUIRIES**: Ms TM Gqalane Tel No: (012) 337 1770
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resource Management, UIF
POST 21/51 : FRAUD INVESTIGATOR REF NO: HR 5/1/2/3/25 (X2 POSTS)
SALARY : R316 791 – R373 167 per annum (Level 08)
CENTRE : Compensation Fund, Pretoria
DUTIES : Implement Anti- fraud and Corruption Strategies and other fraud and Corruption policies. Conduct forensic investigations into acts of fraud and Corruption reported within the Fund. Provide support on system analysis. Liaise with appropriate sections within the department and external stakeholders on fraud measures.
ENQUIRIES : Ms MV Mokgoloboth Tel No: (012) 319-9397
APPLICATIONS : Direct Your Applications To: Email: Jobs-CF@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
POST 21/52 : MEDICAL CASE ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/201 (X2 POSTS)
SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 - R362 865 per annum (OSD)
Grade 3: R383 226 - R485 475 per annum (OSD)
CENTRE : Labour Centre: East London
REQUIREMENTS : Four (4) years degree/Three (3) years diploma in Nursing. Post Basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Registration with the South African Nursing Council Experience in trauma/ emergency, internal medicine general surgery/orthopaedics/theatre at regional public hospital level or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. Grade 1: 2 to 9 years’ experience gained after registration. Grade 2: 10-19 years’ experience gained after registration. Grade 3: 20 years’ experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.
DUTIES : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
ENQUIRIES : Mr MC Njamela Tel No: (043) 702 7500
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or hand deliver at Department of Labour, No.3 Hill Street, East London.
FOR ATTENTION : Sub-directorate: Human Resources Management, East London. EMAIL: Jobs-EC@labour.gov.za
ANNEXURE D

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

APPLICATIONS: Must be submitted to 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. For positions based in Cape Town, applications must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town

FOR ATTENTION: Human Resource Management

CLOSING DATE: 28 September 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. Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.

MANAGEMENT ECHELON

POST 21/53: CHIEF DIRECTOR: FINANCIAL MANAGEMENT [MLRF] REF NO: FIM04/2020
"The incumbent will perform the functions of a Chief Financial Officer for the MLRF"

SALARY: R1 251 183 per annum (An all-inclusive annual remuneration package)

CENTRE: Cape Town

REQUIREMENTS: A relevant degree in Commerce and postgraduate degree in financial management (NQF level 7) as recognized by SAQA with a minimum of 5 years’ experience in a senior managerial position within finance; coupled with expertise in Financial, Facilities, Supply Chain and Revenue Management related fields. The incumbent should have knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and other relevant legislation, the planning and budgeting framework for Government (MTEF) as well as Government financial policies and processes including budgeting and reporting. The incumbent is required to have knowledge and understanding of
accounting standards and practice including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GRAP). In addition, the incumbent should possess knowledge of the White Paper on the Transformation of Public Service Delivery (Batho Pele) and other relevant Government imperatives and priorities. The successful candidate will be expected to provide leadership and strategic direction as well as ensure the provision of sound financial management to the Fisheries Branch and the effective administration of the Marine Living Resources Fund (MLRF).

**DUTIES:**
- To provide strategic leadership, direction, advice and support to the Branch/Fund. Ensure effective management of the Marine Living Resources Fund. Oversee the provision of effective and sound financial management with the branch/fund. Ensure effective governance and compliance within the branch/fund. Ensure the provision of effective asset and liability management within the branch/fund. Oversee the management of resources of the Chief Directorate. SKILLS AND COMPETENCIES: Financial Management. Strategic capability and leadership. Service Delivery Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and Customer focus. Communication. Honesty and Integrity. Change management.

**ENQUIRIES:**
Ms S Middleton Tel No: (082) 371 6088

**POST 21/54**
**CHIEF DIRECTOR: FISHERIES RESEARCH & DEVELOPMENT REF NO:** FIM05/2020

**SALARY**
R1 251 183 per annum (An all-inclusive annual remuneration package)

**CENTRE**
Cape Town

**REQUIREMENTS**
A recognised Bachelor's degree in Natural/Environmental Sciences (NQF Level 7) as recognized by SAQA plus 5 years’ experience in a senior managerial position in an environmental/ Fisheries Field. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act and Regulations, the Labour Relations Act, etc. Knowledge of the Marine Living Resources Act and all applicable legislation. Background in research in a Marine related field. Knowledge of fisheries production systems. Knowledge of marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Knowledge of research methods and processes. Knowledge of current state and trends in fisheries research and management (globally). To be considered, applicants must display strategic capability and leadership skills, coupled with good financial management, problem-solving and analysis capabilities, Programme and Project Management, Change Management, Knowledge Management; Service Delivery Innovation and strong people management and empowerment skills. Client Orientation and Customer Focus; Communication & Honesty and Integrity.

**DUTIES:**
- To provide scientific and strategic leadership for natural science research on fisheries resources and scientific advice to support the sustainable and optimal management of aquatic resources; Provide scientific and strategic leadership for ecosystem research and scientific ecosystem-related advice to support the sustainable and optimal management of aquatic resources and the management of aquaculture; Provide scientific and strategic leadership for aquaculture natural science research and scientific advice to support the management and development of aquaculture; Create an enabling environment for research; Ensure cooperative governance, enhance service delivery and stakeholder relations through participation; Oversee the management of the resources (including the management and development of human resources) of the Chief Directorate.

**ENQUIRIES:**
Ms S Middleton Tel No: (082) 371 6088

**POST 21/55**
**CHIEF DIRECTOR: MARINE RESOURCES MANAGEMENT REF NO:** FIM06/2020

**SALARY**
R1 251 183 per annum (An all-inclusive annual remuneration package)

**CENTRE**
Cape Town

**REQUIREMENTS**
A Bachelor's degree in Natural/ Environmental Sciences (NQF Level 7) as recognized by SAQA plus 5 years’ experience in a senior managerial position in an environmental/ Fisheries Field. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act and Regulations,
the Labour Relations Act, etc. Knowledge of the Marine Living Resources Act and all applicable legislation. Knowledge of the marine fishing sectors. To be considered, applicants must display strategic capability and leadership skills, coupled with good financial management, problem-solving and analysis capabilities, Programme and Project Management, Change Management, Knowledge Management; Service Delivery Innovation and strong people management and empowerment skills. Client Orientation and Customer Focus; Communication & Honesty and Integrity.

**DUTIES**

To provide overall leadership in the management and administration of marine resources and ensure the rendering of effective allocation and permitting services to promote sustainable and equitable utilization of marine living resources; Oversee the administration and support of prescribed legislative requirements; Create an enabling environment for the sustainable development of marine fisheries; Provide strategic advice, leadership and direction with regards to the management of marine resources; Provide leadership and guidance in the restructuring of the fishing industry to address historical imbalances and to achieve equity; Provide leadership in the establishment of cooperative governance and liaison forums and enhance service delivery and stakeholder relations through participation; Oversee the management of the resources (including the management and development of human resources) of the Chief Directorate.

**ENQUIRIES**

Ms S Middleton Tel No: (082) 371 6088

**POST 21/56**

**DIRECTOR: AQUACULTURE RESEARCH REF NO: FIM07/2020**

**SALARY**

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

**CENTRE**

Cape Town

**REQUIREMENTS**

A Bachelor’s degree in Natural/ Environmental Science or equivalent qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Proven knowledge and understanding of all relevant legislation and regulations that govern the Public Service Act, the Labour Relations Act. Knowledge of the aquaculture environment. Knowledge of fisheries science, aquatic vertebrate or invertebrate reproductive biology. Knowledge of the aquaculture sector and management. Programme and project management. Client orientation and customer focus. Good communication skills. Honesty and integrity.

**DUTIES**

Provide scientific and strategic leadership with regards to aquaculture research. Create an enabling environment for scientific research excellence. Manage research and research outcomes in relation to aquaculture. Provide scientific and strategic leadership with regards to aquaculture research. Ensure cooperative governance; enhance service delivery and stakeholders relations through participation. Manage the resources of the Directorate.

**ENQUIRIES**

Mr B P Semoli Tel No: (082) 457 0477

**POST 21/57**

**DIRECTOR: COMPLIANCE REF NO: FIM08/2020**

**SALARY**

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

**CENTRE**

Cape Town

**REQUIREMENTS**

A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. A minimum of 5 years of experience in a middle / senior managerial position. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service, including the PMFA and Treasury Regulations and other relevant legislations, the Public Service Act and Regulations, the Labour Relations Act, etc. knowledge of the Marine Living Resource Act and all applicable legislation. Knowledge of Government policies and priorities. Knowledge of relevant national and international legislation e.g. the Biodiversity Act; National Environmental Management Act; Criminal Procedure Act; Public Finance Management Act. Strategic capability and leadership skills. Good financial management, problem-solving and analysis capabilities. Programme and Project management. Change management. Knowledge management. Service delivery innovation. Strong people management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity.

**DUTIES**

Provide ensuring inspections to protect and enhance marine assets and resources. Manage patrols to protect and enhance marine assets and resources. Monitor potential areas of risk within fisheries. Manage the resources of the Directorate.
ENQUIRIES: Adv. N Dana Tel No: (084) – 586 4804

POST 21/58: DIRECTOR: FINANCIAL MANAGEMENT REF NO: FIM09/2020

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

CENTRE: Cape Town

REQUIREMENTS:
A Bachelor’s Degree in commerce majoring in accounting (NQF Level 7) as recognised by SAQA. Applicant must have completed articles at an accounting firm. Applicants must have 5 years of experience at middle management in an accounting (finance) environment. Applicants must have Knowledge of the PFMA and regulations, and other relevant legislation e.g. the Marine Living Resource Act (MLRA). Knowledge and understanding of accounting standards and practices including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP). Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). A valid driver’s licence. Must have knowledge and understanding of an integrated accounting system like Oracle or similar.

DUTIES:
Managing the administration of expenditure within the Marine Living Resources Fund (MLRF) and report on a monthly basis on the income and expenditure of the MLRF. Prepare the Annual Financial Statements that are in compliance to the GRAP standards. Prepare the budgets for the approval for the Accounting authority. Prepare the quarterly compliance report of MLRF in compliance with National Treasury requirements. Manage the banking and accounts payable sections. Invest excess cash in compliance with the MLRF banking framework. Coordinate the MLRF annual financial audit. Coordinate the month end process of the MLRF. Act as the secretariat for the budget committee Deliver an effective and efficient financial management support service for the Fisheries Branch and the MLRF. Ensure compliance to the PFMA, Treasury regulations, other relevant Acts, and accounting standards and practices.

ENQUIRIES: Mr. W Rooihoof Tel No: (082) 822 2882

POST 21/59: DIRECTOR: MONITORING & SURVEILLANCE REF NO: FIM10/2020

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

CENTRE: Cape Town

REQUIREMENTS:
A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. A minimum of 5 years of experience in a middle/senior managerial position. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service, including the PMFA and Treasury Regulations and other relevant legislations, the Public Service Act and Regulations, the Labour Relations Act, etc. knowledge of the Marine Living Resource Act and all applicable legislation. Knowledge of Government policies and priorities. Knowledge of relevant national and international legislation e.g. the Biodiversity Act; National Environmental Management Act; Criminal Procedure Act; Public Finance Management Act. Strategic capability and leadership skills. Good financial management, problem-solving and analysis capabilities. Programme and Project management. Change management. Knowledge management. Service delivery innovation. Strong people management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity.

DUTIES:
Provide leadership and guidance with respect to Monitoring and surveillance to regulate sustainable utilization of marine living resources. Oversee the functioning of the Directorate: Monitoring and Surveillance with regard to the following: Develop an integrated Monitoring and Surveillance business plan. Must have good drafting skills. Develop Monitoring and Surveillance policies. Attend to and provide guidance and assistance with legal issues in the day to day functioning of the Directorate. Must be able to provide guidance and support to officials in court proceedings and criminal investigations. Must be able to display sound negotiation skills with other role players during investigations. Must be able to co-ordinate and manage operations within the Chief Directorate and the Branch. Facilitate and establish international and regional relationships. Develop national integrated monitoring and surveillance partnerships. Establish and maintaining mutual beneficial relationships with the fishery communities of South Africa and similar voluntary groups. Respect the Branch on related local, national and international issues.
ENQUIRIES : Adv. N Dana Tel No: (084) 586 4804

POST 21/60 : DIRECTOR: RESEARCH SUPPORT REF NO: FIM11/2020

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : A Bachelor’s degree in Natural/Environmental Science or equivalent qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Proven knowledge and understanding of all relevant legislation and regulations that govern the Public Service Act, the Labour Relations Act, Knowledge of the marine aquaculture environment. Knowledge of research processes. Knowledge of the aquaculture sector and management. Programme and project management. Client orientation and customer focus. Good communication skills. Honesty and integrity.

DUTIES : Provide administration and management support to the Chief Directorate. Manage research infrastructure and facilities including laboratories, buildings, electronic and mechanical workshops, research aquarium, research library, net store, small boats and diving unit. Manage the acquisition and utilization of research vessels. Provide project and contract management support services. Provide research communications support.

ENQUIRIES : Dr. K Prochazka Tel No: (083) 302 8191

POST 21/61 : DIRECTOR: SMALL SCALE FISHERIES REF NO: FIM12/2020

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : A Bachelor’s Degree in Natural/Environmental Science or equivalent qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Knowledge of PMFA and regulations, and other relevant legislation. Knowledge of government policies and priorities. Knowledge of the marine aquaculture environment. Knowledge of the fisheries sectors. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele).

DUTIES : Administer the provisions of the MLRA, 1998, as well as manage, promote and support the small-scale fisheries sector. Manage the administration and support of the small-scale fisheries sector in accordance with legislative requirements. Provide leadership and support for the development of the small-scale fisheries sector. Manage the verification of product flow through the fishing value chain. Manage the small-scale fisheries sector to ensure sustainability of the sector. Manage resources of the Directorate.

ENQUIRIES : Mr. S Pheeha Tel No: (082) 558 5837

POST 21/62 : DIRECTOR: SUPPLY CHAIN MANAGEMENT & ASSETS REF NO: FIM13/2020

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : A Bachelor’s Degree in commerce majoring in Supply Chain Management or accounting (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level in an accounting (finance) or supply chain environment. The incumbent must have knowledge and experience in Supply Chain and Asset Management. Applicants must have an in-depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Knowledge of relevant legislation, policies and procedures relating to property and facilities management. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management at a strategic and operational level, including resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules.
Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.

**DUTIES**

- Provide strategic direction, leadership and management with regard to the Supply Chain Management (and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plan of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

**ENQUIRIES**

- Mr. W Rooifontein Tel No: (082) 822 2882

**POST 21/63**

**DIRECTOR: LICENSING REF NO: CWM01/2020**

**SALARY**

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

**CENTRE**

- Pretoria

**REQUIREMENTS**

- A recognized Bachelor’s degree in Environmental Sciences or Natural Sciences or equivalent relevant qualification. Five (5) years’ experience on Middle management or Senior Management level. A post graduate qualification will be an added advantage. Extensive experience in Waste Management field. Good understanding of the policy and legislative framework governing pollution and waste management; Environmental policy, legislation and regulation development; Air quality management planning; Understanding of Environmental issues relating to air and atmosphere; Understanding of government standard administrative procedures; Strategic Capability and Leadership experience; Business planning and budgeting methodologies. Understanding of HR practices and procedures, Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Good interpersonal relations, report writing, well-developed communications skills, analytical thinking, and advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. The incumbent will be required to travel and must be able to work independently and efficiently under pressure.

**DUTIES**

- To develop and implement systems for efficient and effective administration of waste management activities licensing. To ensure that waste management activities licensing applications are processed effectively and efficiently. To ensure that licensing feedback mechanisms and monitoring tools are in place. To upgrade and update waste licensing database and ensure that it is integrated with other DEFF authorisation systems. To implement a system that will ensure effective response to waste management activities licensing queries. To continually upgrade waste licensing procedures and guidelines. To ensure the availability of waste licensing information on the South African Waste Information Centre website.

**ENQUIRIES**

- Ms M Govender Tel (012) 399 8993

**OTHER POSTS**

**POST 21/64**

**DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMS03/2020**

**SALARY**

- R733 257 per annum (all-inclusive MMS remuneration package)
CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized three-year Degree/Diploma in Security or relevant equivalent qualification. Minimum of 3-5 years’ experience in Security Management or related field. Completed SSA security manager’s course. Sound knowledge of MISS, MPSS and Events management. Good coordination, organizational and planning, Communication (written and spoken) report writing skills, contract management, interpersonal relations, conflict management and resolution, security management. Ability to work long hours voluntarily and travel extensively, gather information and analyse reports, develop and apply policies, work independently and in a team, lead multidisciplinary team, work under extreme pressure, organize and plan under pressure.

DUTIES: Ensure physical security appraisals is conducted in the Department. Consult with SAPS in compliance with the MPSS. Conduct security Threat and Risk Assessment (TRA) as per the MISS and MPSS. Draft recommendations on risk assessment reports and physical security appraisals for approval. Implement approved recommendations in the Department. Monitor compliance of implemented recommendations. Implement the MISS Policy framework. Ensure classified documents security. Develop and maintain Key control procedures. Develop, review, implement the Security policy and access control directives. Conduct security training and awareness for all security officials. Conduct awareness session of security policy and access control system to staff. Ensure awareness to employees and relevant contractors and consultants of the institution, about the security policy and directives. Evaluate reports on losses of departmental property and security breaches. Compile reports on cases investigated. Conduct security planning meeting prior to event.

ENQUIRIES: Mr V Naidoo Tel No: (012) 399 8537

POST 21/65: DEPUTY DIRECTOR/REGIONAL PROGRAMME LEADER: NATURAL RESOURCES MANAGEMENT PROGRAMMES REF NO: EP9007/2020

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

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate 3-year Bachelor’s Degree/Diploma in Natural Sciences/Environmental Management plus 3-5 years proven relevant experience in natural resource management planning and implementation. Knowledge and experience in operational natural resource-based rural development middle management. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). People Management, Change Management and Empowerment skills. Strong strategic planning and leadership skills. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Negotiation skills and an ability to interact at all relevant levels in provincial, local government, the private sector and with land-owners and land-users. Human Resources Management experience. Able to work under pressure, long hours and travel extensively.

DUTIES: The incumbent will be expected to Manage the Natural Resource Management Regional Office for the Free State Province including Working for Water and its sub programmes, Support the Director: Operations Southern Regions in the on-going development of the Working for Water programme in the province: Manage the Working for Land, Working for Energy and Working for Forests Programmes in the Province, Provide financial management for the budget responsibilities in a manner that will ensure both optimal outcomes and a clean audit, Prepare and manage region/province budgets, operational plans, long-term treatment plans and project annual plans of operations and oversee Financial Management related to the implementation of projects in the province. Manage Cross-cutting Functions of the Programmes of the Branch in the Province. Manage and Promote co-operative governance in the Province. Promote Cooperative Governance in the Province by ensuring provincial alliance with policies and strategies of key organs of state within the province.

ENQUIRIES: Ms D Soginga Tel No: (021) 441 2731

POST 21/66: DESKTOP SUPPORT MANAGER REF NO: CMS06/2020

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

CENTRE: Cape Town
REQUIREMENTS: An appropriate Degree/National Diploma in IT or relevant equivalent qualification, 3-5 years’ supervisory experience in the ICT support environment. TIL V3 Foundation, Prince 2 & COBIT V5 Foundation will be an advantage. Knowledge and experience in ICT support services, ICT Management, legislative frameworks, Desktop management, HR practice & procedures, Administrative procedures, Information Technology, Public Service and Departmental procedures and prescripts. Extensive knowledge of desktop hardware platforms, Windows OS and Apple iOS, must be knowledgeable to manage and monitor a Service/help desk environment. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Project Management, People Management, Change Management and Empowerment skills Client Orientation and Customer Focus. The Candidate must be in possession of a valid Driver’s License, which must be attached to the application and be willing to travel.

DUTIES: The incumbent will be expected to manage a team of skilled Technicians both internal and external. Manage, monitor and Implement ICT projects. Provide dedicated ICT Support services to the desktop-mobile and Video Conferencing environment. Management and monitoring of SLA’s & OLA’s for the desktop-mobile and Video Conferencing environment.

ENQUIRIES: Mr J Lawrence; Tel No: (012) 399 8735/083 631 6083

POST 21/67: CONTROL BIODIVERSITY OFFICER: SUSTAINABLE LAND MANAGEMENT REF NO: BC05/2020

SALARY: R495 219 per annum

CENTRE: Pretoria

REQUIREMENTS: A4-year Degree in Natural/Environmental Science or equivalent relevant qualification plus 6 years post qualification experience is required. Experience in Biodiversity Management, Experience in the implementation of environmental and related legislation that relates to legislation that relates to Sustainable Land Management approaches and initiatives, Experience in the facilitation and implementation of the Multilateral Environmental Agreements, Knowledge of general government administrative procedures, knowledge of Financial and Procurement administrative procedures (PFMA & Treasury Regulations), Programme and Project Management, Stakeholder engagement and Public Relations, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Ability to work under pressure and long hours, Willingness to travel nationally and internationally.

DUTIES: Coordinate and facilitate the development and implementation of Sustainable Land Management policies, strategies and programmes and projects; facilitate the national implementation of Drought initiative under the United Nations Convention to Combat Desertification; implement policies, legislations, strategies and plans relating to sustainable land management; Assist in providing specialist support for the implementation of sustainable land management projects including resource mobilisation, advocacy and awareness, Facilitate the sub-regional, regional and international programmes and initiatives relating to the United Nations Convention to Combat Desertification; Coordinate the national implementation of the Land Degradation Neutrality targets; facilitate the implementation of the Desertification, Land Degradation and Drought (DLDD) research in accordance with international obligations and national priorities.

ENQUIRIES: Ms. T. Rambau, Tel No: (012) 399 9575

POST 21/68: CONTROL ENVIRONMENTAL OFFICER: HAZARDOUS WASTE MANAGEMENT REF NO: CWM06/2020

SALARY: R495 219 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate 4 year Bachelor's Degree in Engineering, Chemical Engineering, Chemistry or Biochemistry or equivalent qualification coupled with atleast 6 years’ post qualification experience. Must have a minimum of 2 years working experience in the field of chemicals, pollution and waste management as well as waste classification and assessment. An understanding of the policy and legislative framework governing hazardous waste as well as experience in management aspects of hazardous waste management. Must have experience in project management and research. Good supervisory experience. Skills: Report writing, good interpersonal
relations, well-developed communications skills, analytical thinking, interrogation of technical reports, business writing skills, and basic computer skills. The incumbent must be able to work independently and efficiently under pressure.

**DUTIES:**
- Assist in the identification of policy and regulatory interventions for the sound environmental management of hazardous waste; Implement the assessment and classification system for hazardous waste; Investigate and advise on mechanisms for the safe collection, transportation, treatment and disposal of hazardous waste; Identify priority waste streams; Investigate and advise on mechanisms to handle priority waste streams; Provide technical advice and inputs on hazardous waste; Stakeholder engagement and consultation; Conduct awareness and capacity building activities on hazardous waste management; Provide technical input and guidance to international processes on hazardous waste management; Develop plans for the proper management of hazardous waste for meeting South Africa’s obligations with respect to multilateral environmental agreements on hazardous waste management; Promote interdepartmental coordination on hazardous waste management; Establish and maintain internal controls and reporting systems in order to meet performance goals.

**ENQUIRIES:**
Ms S. Mogomotsi Tel No: (012) 399 9766/7

**POST 21/69:**
CONTROL ENVIRONMENTAL OFFICER GRADE A: GENERAL WASTE MINIMISATION REF NO: CWM07/2020

**SALARY:**
R495 219 per annum

**CENTRE:**
Pretoria

**REQUIREMENTS:**
An appropriate 4 year Bachelor’s Degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Working knowledge and experience in environmental matters relating to general waste management. Sound knowledge and understanding of legislative frameworks governing pollution and waste management. Understanding of environmental issues relating to air and atmosphere. Extensive experience in project management. Research and analytical skills. Organisation and planning skills. Ability to collect and interpret information and reports will serve as an added advantage.

**DUTIES:**
- Managing various projects within the Sub-Directorate. Managing stakeholder relationships. Establish and maintain internal controls and reporting systems in order to meet performance goals. Provide support to cooperative governance structures and processes. Promote interdepartmental coordination on general waste management. Provide support to key stakeholders on general waste management. Ensure that effective financial management controls, adherence to correct supply chain management processes and financial systems are adhered to in accordance with the Public Financial Management Act.

**ENQUIRIES:**
Mr D Buthelezi Tel No: (012) 399 8535

**POST 21/70**
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: NORMS AND STANDARDS REF NO: OC10/2020

**SALARY:**
R402 045 per annum

**CENTRE:**
Cape Town

**REQUIREMENTS:**
An appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years’ experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including NEMA, the NEM: ICMA Act, NEM: Waste Act, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver’s license (Code
B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

**DUTIES**

The candidate will be responsible for facilitating the implementation of a permitting regime for Section 69 of the ICM Act and the Coastal Waters Discharge Permit Regulations. Development of norms and standards for effluent disposal control. Specific areas of work will include: implement the coastal waters discharge permitting system; assess permit applications and technical reports to develop ‘minimum end-of-pipe monitoring requirements’ for various discharge sectors. Assess technical reports and permit applications to develop ‘minimum receiving environment monitoring requirements’ for various discharge sectors. Provide technical support to compliance and enforcement processes with the specific focus on land derived sources of marine pollution. Support initiatives undertaken to manage land-based sources of pollution in line with the National Coastal Management Programme. Support implementation of the Source to Sea project addressing marine litter. Represent the Directorate’s interests in EIA, other licensing processes and water quality monitoring and management initiatives. Provide technical and operational advice on coastal management issues relating to land-based sources of marine pollution. Support public awareness and outreach activities on land-based sources, in particular on marine litter and plastic pollution.

**ENQUIRIES**

Dr. Y. Peterson Tel No: (021) 819 2450

**POST 21/71**

ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION:
ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: OC11/2020

**SALARY**

R402 045 per annum

**CENTRE**

Cape Town

**REQUIREMENTS**

Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years’ experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Knowledge of the EIA Regulations in terms of the National Environmental Management Act (Act No. 107 of 1998) and its administration. Knowledge on integrated environmental management and the National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008). Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Advanced computer literacy skills and relevant experience. Good communication skills. Good organising and planning, problem solving skills. Ability to work individually and in a team. Ability to work under pressure and with minimum supervision. A valid driver’s licence. All short-listed candidates will be subject to a written evaluation in addition to an interview.

**DUTIES**

Coordinate and facilitate Oceans and Coasts comments, inputs and advice on the draft and final Environmental Impact Assessment Reports for all developments along the coast. Establish a mechanism to deal with developments “regulated and unregulated” along the entire South Africa's coastline and engage with compliance and enforcement. Facilitate engagements with competent authorities of coastal provinces for statistics on the Environmental Impact Assessment reports approved and produce quarterly and annual reports. Facilitate necessary site inspections, attendance of stakeholder meetings, working groups, and implementation workshops that have a bearing on Environmental Impact Assessment. Provide support to general Integrated Coastal Management projects, strategies, policies, plans and programs that have coastal environmental impact assessment implications.

**ENQUIRIES**

Ms N.P. Tonjeni, Tel No: (021) 819 2451

**POST 21/72**

ASSISTANT DIRECTOR: FLEET ADMINISTRATION REF NO: CMS04/2020

**SALARY**

R376 596 per annum

**CENTRE**

Pretoria
**REQUIREMENTS**: An appropriate recognized three-year National Diploma in Administration, Transport Management or equivalent relevant qualification. Minimum of 3 years’ experience in Transport Management or related field. Sound knowledge of contract management and the legislative framework governing Transport management well as in depth knowledge of Fleet Management Systems. The Candidates must be in possession of a valid Driver’s License, which must be attached to the application and be able to travel. Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills. Ability to work long hours and render assistance to subordinates and to clients voluntarily, gathering and analysing of information, drafting of reports, interpret and apply policies, work independently and in a team.


**ENQUIRIES**: Mr G Rossouw; Tel No: (012) 399 8556

**POST 21/73**: SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS05/2020 (X2 POSTS)

**SALARY**: R316 791 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years’ experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills. Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.

**DUTIES**: The successful candidate will be responsible to conduct preventive maintenance inspection ensuring Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulations within DEA facilities. Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigation and report to relevant personnel. Develop and maintain OHS and COID Information Management.

**ENQUIRIES**: Mr T Molaudzi; Tel. No: (012) 399 8644

**POST 21/74**: SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS07/2020

**SALARY**: R316 791 per annum

**CENTRE**: Cape Town

**REQUIREMENTS**: An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years’ experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills. Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.

**DUTIES**: The successful candidate will be responsible to conduct inspections in order to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out
compliance inspections and enforce health and safety regulation within DEA facilities, Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COID Information Management.

ENQUIRIES: Mr T Molaudzi; Tel No: (012) 399 8644

POST 21/75: PROJECT COORDINATOR REF NO: EP9008/2020 (X2 POSTS)

SALARY: R316 791 per annum
CENTRE: North West
REQUIREMENTS: An appropriate 3-year Bachelor’s Degree/National Diploma in Natural/Environmental Science plus 3-5 years’ experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Sound project management skills, good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's licence and willingness to travel and work long hours with limited supervision.

DUTIES: Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of project advisory committees. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES: Mr X Tsobo: Tel No: (012) 250 1002

POST 21/76: PRINCIPAL COMMUNICATIONS OFFICER: GRAPHIC DESIGN REF NO: CMS08/2020

SALARY: R316 791 per annum (Total package of R460 251)
CENTRE: Pretoria

DUTIES: Provide support on the development of creative concepts and implement design layout for Departmental annual reports strategic plan and newsletters, Design products and ensure that the general appearance is in accordance with the Corporate Identity Manual & Government Branding Guidelines. Implement revamps of outdated publications and advertisements. Provide support in the design, layout, quality control and production of printed products and publications, Implementation the correct application of the Departmental brand. Align all departmental material with the Government and Departmental Branding Manuals, Create designs of exhibition stands. Provide support on the development and coordination of creative concepts and products for Departmental campaigns, projects, events and exhibitions. Ensure correct placement of logos, core branding and all other designs elements, Liaise with internal stakeholders and external service providers (including advertising agencies, printers & copy-writers) on the production of all Departmental branding and publications, Provide advice on the correct application of the department’s Corporate Identity. Coordinate multimedia content, including
photographs and digital publications for the website. Support the Web Administrator by supplying multimedia content for the website and intranet. Provide comprehensive briefs to photographers and illustration artists. Provide support to Departmental campaigns. Assist with branding departmental activities and events. Participate, manage and engage the public and stakeholders at exhibitions. Assist with logistics for internal events e.g. year-end function, Imbizo. Support & advise the Branding & Exhibitions sub-directorate on application of the final product.

ENQUIRIES: Mr Brian Chapole, Tel No: (012) 399 9953

POST 21/77: SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: CMS09/2020

SALARY: R316 791 per annum
CENTRE: Pretoria
REQUIREMENTS: A recognized three year National Diploma/Bachelor Degree in Human Resource Management/ Human Resource Development/ Public Management plus a minimum of three (3) years’ proven experience in the field of Performance Management and Development System (PMDS). Knowledge of the Public Service Act, the Public Service Regulations, Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and broader public service human resource regulatory framework and policies; Good communication skills (presentation and report writing); ability to work under pressure and adhere to deadlines; Computer literacy and knowledge of Persal system.


ENQUIRIES: Mr. N Chauke Tel No: (012) 399 8673
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Ndlovu

CLOSING DATE: 18 September 2020

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

OTHER POSTS

POST 21/78: DEPUTY DIRECTOR: ANALYST PROGRAMMER REF NO: 3/1/5/1 – 20-27

Directorate: Information Management Systems

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package) of which 30% may be structured according to the individual’s needs.

CENTRE: Pretoria

REQUIREMENTS: A relevant National Diploma or Bachelor degree in Computer Science or Information Technology or relevant qualification, with 4 years relevant experience in system development according to the System Development Life Cycle (SDLC) of which 2 years should be at salary level 9 or 10. Programming in Visual Studio 2013 or 2015, ASP.Net and Visual Basic.Net Languages. Relational Database concepts and experience in SQL server for database design and SQL query design. Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL Server 2012 Reporting Services. Preferable with SharePoint Development and administration skill and Internet-based form development skill. Systems Analysis, documentation and problem solving skills. Good logical and analytical thinking. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills.

DUTIES: Perform systems analysis, design and development based on user Requirements. Develop Business Intelligent dashboards and reports for...
various systems. Provide user training and support for in-house developed systems. Co-ordinate and assist with the management of external systems development projects with external Service Providers. Work closely with the Director: Information Management Systems and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within GCIS. Provide SharePoint Administration Support.

ENQUIRIES: Ms XH Cathy Chen Tel No: (012) 473 0043
NOTE: Preference will be given to African Male and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

POST 21/79: REGIONAL COMMUNICATION COORDINATOR: ZF Mgcawu District
REF NO: 3/1/5/1 – 20/45
Directorate: Northern Cape Provincial Office

SALARY: R376 596 per annum (Level 09)
CENTRE: ZF Mgcawu District
REQUIREMENTS: Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Northern Cape Province with specific insights in ZF Mgcawu District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the ZF Mgcawu District as follows: Implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the District, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District. Ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Based Development Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES: Mr C Moeti Tel No: (053) 835 1378
POST 21/80: REGIONAL COMMUNICATION COORDINATOR: CAPE WINELANDS REF NO: 3/1/5/1 – 20-29
Directorate: Western Cape Provincial Office

SALARY: R376 596 per annum (Level 09)
CENTRE: Worcester
REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related
qualification, with three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Cape Winelands District and its local Municipalities.

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

**ENQUIRIES**: Ms G Thopps Tel No: (021) 418 0533

**POST 21/81**: REGIONAL COMMUNICATION COORDINATOR: ZULULAND DISTRICT

**CENTRE**: Zululand District

**REQUIREMENTS**: Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7), with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the KwaZulu Natal Province with specific insights into the Zululand District and its local municipalities.

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

**ENQUIRIES**: Ms N Mngadi Tel No: (031) 301 6787

**NOTE**: Preference will be given to Coloured male/female, Indian male/female and White male/female

**POST 21/82**: REGIONAL COMMUNICATION COORDINATOR: FEZILE DABI DISTRICT

**REF NO**: 3/1/5/1 – 20-31

**Directorate**: Free State Provincial Office

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

**CENTRE**: Fezile Dabi District

**REQUIREMENTS**: Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Fezile Dabi District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES**: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Fezile Dabi District as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES**: Ms M Dirane Tel No: (051) 448 4504
POST 21/83: REGIONAL COMMUNICATION COORDINATOR: DR KENNETH KAUNDA
DISTRICT REF NO: 3/1/5/1 – 20-32
Directorate: Provincial Liaison: North West

SALARY: R376 596 per annum (Level 09)
CENTRE: DR Kenneth Kaunda District
REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the North West Province with specific insights in the Dr Kenneth Kaunda District Modiri Molema District and its local Municipalities.

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

ENQUIRIES: Ms Boitumelo Mosadi Tel No: (018) 381 7071
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 21/84: REGIONAL COMMUNICATION COORDINATOR: NGAKA MODIRI MOLEMA DISTRICT REF NO: 3/1/5/1 – 20-64
Directorate: Provincial Liaison: North West

SALARY: R376 596 per annum (Level 09)
CENTRE: Ngaka Modiri District
REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the North West Province with specific insights in the Ngaka Modiri Molema District and its local Municipalities.

DUTIES: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Ngaka Modiri Molema District as follows: implement key
communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS.

Provide strategic communication support in the district, including the monitoring and supervision of the work of the district based communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service centre programme.

The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables.

Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions.

ENQUIRIES: Ms Boitumelo Mosadi Tel No: (018) 381 7071
NOTE: Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 21/85: REGIONAL COMMUNICATION COORDINATOR: FRANCES BAARD
DISTRICT REF NO: 3/1/5/1 – 20-33
Directorate: Northern Cape Provincial Office

SALARY: R376 596 per annum (Level 09)
CENTRE: Frances Baard District
REQUIREMENTS: Applicants must be in possession of Grade 12, and an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Northern Cape Province with specific insights in Frances Baard District and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Frances Baard District as follows: Implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the District, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District. Ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Based Development Model and the Thusong service centre programme. Responsible for the development and maintenance of effective high level stakeholder relations in the region with biasness towards civil
society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES:
Mr C Moeti Tel No: (053) 835 1378

NOTE:
Preference will be given to Coloured male/female, Indian male/female and White male/female.

POST 21/86:
PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1 – 20/54
Directorate: Communication Resource Centre

SALARY:
R316 791 per annum

CENTRE:
Pretoria

REQUIREMENTS:
Applicants should be in possession of a 3 year Degree (NQF 7) or National Diploma (NQF 6) in Journalism, Media Studies, Communication or equivalent qualification with two (2) years relevant experience. Strong knowledge of the Government communication environment and Government’s Policies and Key Priorities. Knowledge and understanding of the South African media landscape. Strong and proven experience in media monitoring. A good command of the English language. Ability to handle multiple tasks and cope under pressure. Ability to coordinate work within a team environment. Well-developed interpersonal and problem-solving skills. Advanced computer skills; proficiency in internet searches, databases and electronic dissemination of media products.

DUTIES:
The successful candidate will be responsible for monitoring of national and international print, broadcast and online media on issues affecting Government and the country. Identifying key issues in the media environment that require Government attention and alerting relevant stakeholders to developments in the media environment. Producing media coverage reports on issues affecting Government and the country. Capturing meta data related to media coverage on Government priorities and other issues as may be required from time to time for media analysis purposes. Capturing meta data related to media coverage on key Government communication campaigns for media analysis purposes. Quality control of media coverage reports, press clippings and other related products and services. The successful candidate will be required to work irregular hours, extra hours, on weekends and during holiday periods, and on public holidays.

ENQUIRIES:
Annalie Language Tel No: (012) 473 0018

POST 21/87:
ADMINISTRATIVE OFFICER REF NO: 3/1/5/1 – 20/46
Directorate: Free State Provincial Office

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Free State Bloemfontein

REQUIREMENTS:
Qualifications: Applicants must be in possession of an appropriate three year tertiary National Diploma (NQF level 6) or a Degree (NQF level 7) in Administration / other relevant diploma with Two years' relevant administrative experience. Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, manage events, and work with databases. Time Management and pro-activeness understanding of project management and financial management. Problem solving skills, innovation and results orientated individual. Attention to detail. He/she must have knowledge of public finance management Act and RFQ/Tender procedures. Proficiency in at least two official languages. Computer literate (Microsoft Word, Power Point, Access and Excel). A driver's licence would be an advantage.

DUTIES:
The incumbent will be responsible for the following: Procurement, asset control and disposal in respect of A-Class accountable items, budgeting and financial management at provincial level. The official will be responsible for capturing
orders and maintaining the database. Other duties will include support in the provisioning of GG and subsidised transport services in the provincial office. Provision of monthly administrative reports to head office and to the provincial director on administrative matters with other departments as well as the public and service providers for the Free State provincial GCIS. Training and guidance on administrative matters to RCC, the secretary, part time workers and interns. Support in terms of lease agreements for GCIS provincial as well as district offices. Supporting the provincial director in evaluating staff under his/her supervision. Support regarding personnel matters to head office from the Free State GCIS provincial office. Support in compiling monthly budget projections and record-keeping of budget expenditure. Handling and controlling all financial matters for the Free State GCIS and information resource centres located in the Thusong service centres and elsewhere.

**ENQUIRIES:**
Ms Y Blom Tel No: 051 448 4504

**POST 21/88**
JUNIOR MEDIA PLANNER REF NO: 3/1/5/1 − 20/40
Directorate: Media Buying

**SALARY CENTRE:**
R208 584 per annum (Level 06)
Pretoria

**REQUIREMENTS:**
Applicants must have a relevant National Diploma (NQF 6) or Bachelor’s Degree (NQF 7) in Marketing, Advertising or Communication Studies accompanied with two (2) years relevant working experience. The candidate should be able to work under pressure. He/she must have excellent command of the English language. Excellent written, grammatical and communication skills. Proven ability to translate media strategies into effective media plans, knowledge of the Public Finance Management Act, Knowledge of the Public Service Act, working knowledge of Telmar (TNT, RBP, Programs/Plans). Computer literacy in Microsoft Office suite, excellent administrative abilities, ability to assess needs of incoming campaigns and act decisively to mobilize resources, must be persuasive and comfortable in negotiating timelines and deliverables with internal and external stakeholders, be an assertive, self-motivated and driven individual with strong interpersonal communication skills, both written and spoken format and good knowledge and understanding of all standard media types.

**DUTIES:**
Responsible for planning, and implementing media recruitment campaigns by raising cost estimates, developing media schedules, writing memorandums, securing necessary approvals and booking campaigns and compiling post campaign reports and attending client meetings, ongoing liaison with internal and external and media owners.

**ENQUIRIES:**
Mr Sinombulelo Mlisa Tel No: (012) 473 0287

**NOTE:**
Preference will be given to Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.

**POST 21/89**
ADMINISTRATION CLERK REF NO: 3/1/5/1 − 20/58
Directorate: Security and Facility Management

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

**REQUIREMENTS:**
Grade 12 with typing as a subject or any other related training course/ qualification that will enable the candidate to perform the work satisfactorily (NQF level 5). One (1) year administration experience. Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration, Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Computer literate. Language proficiency in English, Sesotho and IsiZulu (written and verbal). Analytical, innovative thinking ability as well as problem solving and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to work in a decentralized environment and sometimes travel. Presentability and high degree of etiquette. Ability to work within a team. Ability to do research and analyse documents and situations. Knowledge of flight and accommodation bookings. A valid drivers’ license will be an added advantage.
DUTIES: Provide a secretarial support service to the Director and the directorate: Provincial Office Gauteng. Provide logistical support to the Director regarding leadership meetings. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the daily management of his/her diary. Clear the Manager’s desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel, accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and co-ordination service as well as office security service. Report writing, compilation, collation. Flight and accommodation bookings. Support to the admin office with sourcing of quotes, monthly budget projections. Minute taking and development of target driven action plan. Ensure record management in the office of the Director and the Directorate.

ENQUIRIES: Mr Avhasei Tshirangwana Tel No: (012) 473 0439
NOTE: Preference will be given to Coloured, Indian and White male/female candidates

POST 21/90: FOOD SERVICE AID SUPERVISOR REF NO: 3/15/1 – 20/42 (X2 POSTS)
Directorate: Security and Facility Management

SALARY: R145 281 per annum (Level 04)
CENTRE: Pretoria
REQUIREMENTS: Standard 9 or NQF level 3 certificate (ABET level 4), Three to five (3-5) years food service experience, Must be computer literate, Be able to work under pressure, Able to work shifts including public holidays, Good communication, numerical, organizing and supervisory skills.
DUTIES: Supervise all activities in the food services, including food preparation, distribution and serving, Maintain hygiene and safety measures, Ensure that all equipment is in good working order and it is used effectively, Ensure replacement or repair of faulty/outdated equipment, Responsible for ordering, receiving, storage, stock control and stock tacing, Responsible for completing monthly statistics, Perform administration functions linked to food services.

ENQUIRIES: Ms A Tshirangwana Tel No: (012) 473 0439
NOTE: Preference will be given to Coloured, Indian Male/Female, and White Male. People with disabilities will be given preference regardless of Race.
ANNEXURE F

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 18 September 2020 at 12h00 noon No late applications will be considered.

NOTE : Take note of the disclaimer mentioned on each advert during COVID lockdown. It is preferred that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted during the recruitment process. The candidate’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 21/91 : SENIOR CLIENT LIAISON OFFICER: NORTH WEST REGIONAL OFFICE
REF NO: SCLO: NW/2020/09-1P
Client Relationship Management

SALARY : R470 040 per annum (Level 10) (basic salary)
CENTRE : North West Regional Office (Mafikeng)
**REQUIREMENTS**

A relevant three year B degree/national diploma or equivalent three year qualification (minimum 360 credits) with 5 years’ experience in the Client Relations Management environment of which 2 years should be in a supervisory role. Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in North West Province may receive preference. Knowledge of Employee Benefits, Knowledge of Client relations management. Knowledge of GEPF services and products. Geographical knowledge of the region. Knowledge of two indigenous language spoken in the region. Good analytical skills. Good customer relations skills. Good problem solving skills. Good communications skills both written and verbal. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. Excellent presentation skills.

**DUTIES**

The aim of the position is to provide client outreach, education and employer compliance within GPAA. Providing education and training; conduct training to HR unit on correct completion of documentation to be submitted to GPAA. Oversee and conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed. Market new services offered by GPAA by conducting training of new/current users, including e Channel/PCM. Promote compliance with GPAA’s processes and procedures. Conduct Induction programme to employees and stakeholders where explanation of GPAA will be given with related processes. Plan, develop education materials, monitor and evaluate the programme and conduct presentations to HR unit about Retirement member campaign. Conduct training of new/current e-Channel/PCM users in calculating compliance on management of SLA. Compliance of employer and stakeholders; ensuring compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalization of the process. Ensure all institutions doing terminations are glistered and fully utilizing e-Channel/PCM. Analyse documents received on E-Channel/PCM to provide feedback to department on core issues identified. Monitor documents received on E-Channel/PCM on a daily basis. Ensure that SLA’s are adhered to. Ensure that GPAA rules, products and processes are understood and adhered to. Enquiry management (General and RMC): Check member queries using technology available and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regard to GEPF and related product documentation. Interaction with Compensation Fund regarding IOD enquiries. Collection of GEPF and related product documentation (including medical pensions and IOD); Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD. Manage and development of staff; Manage the performance of the unit which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

**ENQUIRIES**

Mr Ismael Radebe Tel No: (012) 399 2299

**APPLICATIONS**

Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email. Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant.

**FOR ATTENTION**

Mr Ismael Radebe – Recruitment
NOTE: A position of Senior Client Liaison Officer is currently available at GPAA: North West Provincial Office (based in Mafikeng) and will be filled permanently.

POST 21/92: SENIOR CLIENT LIAISON OFFICER: KZN REGIONAL OFFICE
REF NO: SCLO: KZN/2020/09-1PRA
Client Relationship Management

SALARY: R470 040 per annum (Level 10) (basic salary)
CENTRE: KZN Regional Office (Pietermaritzburg)
REQUIREMENTS: A relevant three year B degree/national diploma or equivalent three year qualification (minimum 360 credits) with 5 years’ experience in the Client Relations Management environment of which 2 years should be in a supervisory role. Valid driver’s license is mandatory, at least two years old (a certified copy must be attached to the application). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Geographical knowledge of the province for which application is made. Excellent customer relations experience. The applications of individuals currently residing in KZN Province may receive preference. Knowledge of Employee Benefits. Knowledge of Client relations management. Knowledge of GEPF services and products. Geographical knowledge of the region. Knowledge of two indigenous language spoken in the region. Good analytical skills. Good customer relations skills. Good problem solving skills. Good communications skills both written and verbal. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. Excellent presentation skills.

DUTIES: The aim of the position is to provide client outreach, education and employer compliance within GPAA. Providing education and training; conduct training to HR unit on correct completion of documentation to be submitted to GPAA. Oversee and conduct workshops and roadshows to members, employers and stakeholders to create understanding of products used and processes to be followed. Market new services offered by GPAA by conducting training of new/current users, including e Channel/PCM. Promote compliance with GPAA’s processes and procedures. Conduct Induction programme to employees and stakeholders where explanation of GPAA will be given with related processes. Plan, develop education materials, monitor and evaluate the programme and conduct presentations to HR unit about Retirement member campaign. Conduct training of new/current e-Channel/PCM users in calculating compliance on management of SLA. Compliance of employer and stakeholders; ensuring compliance of performance from the employer departments. Follow-up/trace missing information on outstanding documents in order to enable finalization of the process. Ensure all institutions doing terminations are glistened and fully utilizing e-Channel/PCM. Analyse documents received on E-Channel/PCM to provide feedback to department on core issues identified. Monitor documents received on E-Channel/PCM on a daily basis. Ensure that SLA’s are adhered to. Ensure that GPAA rules, products and processes are understood and adhered to. Enquiry management (General and RMC); Check member queries using technology available and resolve on site. Provide information regarding member cases. Facilitate meetings with relevant client departments in resolving administrative issues. Confirm member status with employer (RMC). Update member information on the RMC portal application. Requesting and receiving additional information from employer with regard to GEPF and related product documentation. Interaction with Compensation Fund regarding IOD enquiries. Collection of GEPF and related product documentation (including medical pensions and IOD); Pre-verification of documents received from employer, member and third party. Checking and capturing of documents. Bar coding, linking and indexing of documents. Scanning documents onto PEKWA. Quality assurance of each case using control sheet. Collect supporting documents for RMC processes. Collect original awards from employer regarding IOD. Manage and development of staff; Manage the performance of the unit which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

ENQUIRIES: Ms Ntsibakazi Mtshabe Tel No: (012) 399 2758
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below. # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to gpaa05@ursonline.co.za quoting the reference number in the subject heading of the email. Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant.

FOR ATTENTION:
NOTE: A position of Senior Client Liaison Officer is currently available at GPAA: KZN Provincial Office (based in Pietermaritzburg) and will be filled permanently.

POST 21/93: CUSTOMER SERVICE AGENT
(12 months contract)
Client Services

SALARY:
R208 584 per annum plus 37% in lieu of benefits – Level 06

CENTRE:
Ref No: CSA/NW/MAF/09-2C – for Mafikeng
Ref No: CSA/NW/RUST/09-1C – for Rustenburg

REQUIREMENTS:
An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province (North West) applying for may receive preference.

DUTIES:
The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

ENQUIRIES:
Mr Lesiba Sehlapele Tel No: (012) 399 2710

APPLICATIONS:
Please forward your application, quoting the relevant reference number, in the heading to the email below. # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to gpateam@fempower.co.za quoting the reference number in the heading.

FOR ATTENTION:
NOTE: Three 12 month contract positions for Customer Service Agents are currently available at the North West Regional and Satellite offices of the GPAA located in Mafikeng and Rustenburg respectively.
POST 21/94 : SECRETARY: SENIOR MANAGER FINANCE REF NO: SEC/FS/2020/09-1P

SALARY : R173 703 per annum (Level 05) (Basic Salary)

CENTRE : Pretoria Head Office

REQUIREMENTS : An appropriate three (3) year qualification (Office Administration/Secretarial) coupled with 6 - 12 months office administration/secretarial experience or Grade 12 with 2 years’ experience in the field of office administration/secretarial. Experience in writing memos and taking minutes. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel (Which may be assessed if need be.) Knowledge of Office Administration. Knowledge of Public Service and departmental Prescripts and Legislations. Keep abreast with procedures and processes with the office of the Senior Manager. Typing skills. Written and verbal communication skills at all levels. Good telephone etiquette. High level of reliability. Good interpersonal relations. Ability to act with tact and discretion. Adhering to business ethics. Good grooming and presentation. Sound organising skills.

DUTIES : The purpose of the role is to render a secretarial support service to the Senior Manager Finance. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Senior Manager: Liaises with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received; Arranges meetings and events for the manager. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the unit; Processes all invoices that emanate from activities of the work of the manager; Records basic minutes for the meetings of the manager where required; Drafts routine correspondence and reports; Does filing of the documents for the manager and the unit where required; Administers matters like leave forms, leave registers and telephone accounts; Handles the procurement of standard items like stationery and refreshments; Collects all relevant documents to enable the manager to prepare for meetings. Provides a secretarial/receptionist support service to the Senior Manager: Receives telephone calls and refers the calls to the correct role players if not meant for the manager; Records appointments and events in the diary for the manager; Types documents for manager; Operates office equipment like fax machines and photocopiers; Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain; Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms Mapule Mahlangu Tel No: (012) 399 2639

APPLICATIONS : With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za quoting the reference number in the subject heading of the email. Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose.

FOR ATTENTION : Ms Mapule Mahlangu – Recruitment

NOTE : One permanent Secretary Position is currently available at the Government Pensions Administration Agency: Office of the Senior Manager: Finance Management.
ANNEXURE G

GOVERNMENT PRINTING WORKS

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

APPLICATIONS

Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward to The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.

FOR ATTENTION

Ms M Mbokane, Human Resources, Tel No: 012 748 6296.

CLOSING DATE

25 September 2020, 12:00 noon.

NOTE

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

OTHER POSTS

POST 21/95

SHAREPOINT ADMINISTRATOR REF NO: (GPW20/20)

Chief Directorate: Information Communication Technology

SALARY

R733 257 per annum (all-inclusive package), Level 11

CENTRE

Pretoria

REQUIREMENTS

Grade 12 and a relevant IT NQF 6 qualification with 5 -7 years applicable. Expensive knowledge in installing, configuring and troubleshooting Microsoft SharePoint 2010 or higher. Knowledge in building extranets, Microsoft SQL administration and troubleshooting, Experience using SharePoint designer, knowledge of workflow tools such as K2/Nintex and MS Dynamics. Good knowledge of Microsoft CRM.

DUTIES

Install and configure SharePoint infrastructure. Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences and item level security. Plan, design and implement SharePoint data protection, backup and recovery. Assist with evaluating new SharePoint technologies and recommend best-practice solutions, Troubleshoot functional and technical incidents occurring within SharePoint, Plan and design improvements to SharePoint performance as directed, Perform corrective SharePoint administration, configuration and maintenance as required, Create documentation for any function performed under any competency as directed, Plan, design, implement and modify navigational and aesthetic changes to SharePoint pages as directed, Create and configure workflows and the troubleshooting thereof, Manage and administer MS CRM. Ensure solutions require minimal training to the end user while maintaining high reliability and usability. Plan and execute SharePoint end user training.
Maintain technical documentation that supports the systems. Analysis reporting for the purpose of capacity planning, Guide record management processes and procedures.

ENQUIRIES

Mr. A. Apleni Tel No: (012) 748 6090

POST 21/96

SYSTEMS ADMINISTRATOR: 2ND LEVEL SUPPORT REF NO: (GPW20/21)

SALARY

R376 596 per annum (Level 09)

CENTRE

Pretoria

REQUIREMENTS

Grade 12 and a relevant 3-year tertiary qualification in Computer Science/Information Technology/ Business Information Systems or equivalent qualification with 3 - 5 years’ applicable experience. Supervisory experience will be an added advantage.

DUTIES

Provide 2nd level support on all ICT issues escalated from the 1st line support and ensure calls are resolved within SLA. Ensure effective user access management on both Active directory and the financial system/s. Ensure that major incidents are escalated to ICT 3rd level support and management timeously. Partake in developing standard operating procedures documentation. Assist the Virtual Infrastructure specialist to do daily health checks on the virtual environment and the administration thereof, mainly VMware View. Do daily monitoring and checks on all the environmental controls for the GPW main datacenters. Assist Virtual Infrastructure specialist manage and monitor backups. Ensure troubleshooting of failed backups. Test backups restores and escalated problems to 3rd line support. Partake in commissioning and deployment of new servers to the environment. Configure and install new application software and patches. Document key problems and their solutions for future reference. Training of junior staff and engaging in research activities. Ensure that new servers are created in line with GPW standards. Carry out functions competently and strictly in accordance with GPW-ICT policies and procedures. Ensure change control process are adhered to when making changes on the production infrastructure. Ensure backup tapes are rotated timeously and sent to offsite storage as per the schedule. Partake in the design and implementation of disaster recovery sites, and business continuity processes.

ENQUIRIES

Mr. G Mahlangeni Tel No: (012) 748-6091

POST 21/97

IT TECHNICIAN REF NO: (GPW20/22) (X2 POSTS)

SALARY

R257 508 per annum (Level 07)

CENTRE

Pretoria

REQUIREMENTS

Relevant Degree/National Diploma in Information Technology/Computer Science/ Information Systems or equivalent NQF level 6 qualification or Grade 12 plus CompTIA A+, N+, or any relevant Systems Support Certification and 2-3 years’ ICT end user support experience and understating of Service Desk environment is required. Valid Code B driver’s license.

DUTIES

Respond/resolve end user requests/problems in a prompt/professional manner. Inform end user of actions required to resolve problem. Follow-up complaints of requests not resolved. Assists with the deployment of end user peripherals as well as workstation. Complete special projects as assigned or assists other team members in the completion of projects or support issues as necessary. Manage all open issues and requests. Support and maintain end user problems, troubleshooting and handle multiple priorities simultaneously. Prioritize, identify, research, and resolve technical problems. Troubleshoot functional and technical incidents occurring within GPW technical environment. Excellent working knowledge of computerized production systems. Evaluate and resolve all end user peripherals issues related to hardware and software issues. Escalate warranty repairs for peripherals to appropriated vendor call centres. Assists in network connectivity to all GPW offices and remote offices. Provide support to users on technical related issues peripheral support for computers (Desk & Laptops) printers, scanners, IP phones, etc. Provide support for multifunction and high-volume printers (print, fax, scan). Apple Macintosh support. Provide basic troubleshooting of corporate networks such as but not limited to local area network (LAN), wide area network (WAN), metropolitan area network (MAN), 3G & WiFi. Follow up on priority calls. Update and maintenance of knowledge base and Technical documents. Monitoring of calls to maintain effective service support. Plan and perform
appropriate procedures, documentation, inventory assessment, and other procedures related to ICT.

ENQUIRIES : Mr. G Mahlangeni Tel No: (012) 748-6091

POST 21/98 : CHAIRPERSON OF THE ICT STEERING COMMITTEE
The Government Printing Works (GPW), is a Government Component operating under the Executive Authority of the Department of Home Affairs, hereby invites applications from suitably qualified persons to serve as Chairperson of the ICT Steering Committee.

SALARY : The remuneration shall be in line with the Accounting Authority approved remuneration policy aligned to National Treasury remuneration directives. Schedules in this regard are issued annually with specific hourly rates. All other refundable expenses are based on the GPW’s related policies in line with the National Treasury guidelines.

CENTRE : Government Printing Works

REQUIREMENTS : Applications are invited from individuals who meet the following criteria: A post graduate qualification in Information Technology or related studies. Strong ICT Governance experience. Candidates should demonstrate experience in serving committees, especially in the government sector. The ability to dedicate time to the activities of the ICT. Preference will be given to candidates with previous membership serving in Information Technology steering member.

DUTIES : The Information Technology Steering Committee serves as an advisory committee to the Chief Executive Officer and the Executive Management of GPW and perform duties in terms of the: CGICIT Terms of Reference/Charter of the Information Technology Steering Committee. The committee also reports the activities to Executive Committee (EXCO). The successful candidates will be appointed for an initial period of (1) year. GPW reserves the right to review this period as and when necessary, and may with the approval of the Executive Authority, terminate the services of a person serving as Chairperson of the ICT Steering Committee at any given time during their tenure.

ENQUIRIES : Mr. A. Apleni Tel No: (012) 748 6090
DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

APPLICATIONS

The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Applications may be submitted through the e-mail at recruitment@health.gov.za or hand delivered at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION

Ms T Moepi

NOTE

All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise (presentation by candidate on subject that will be provided on day of interview) the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right to limit correspondence to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 21/99

CHIEF-DIRECTOR: NON-COMMUNICABLE DISEASES REF NO: NDOH 31/2020

Chief Directorate: Non - Communicable Diseases

Re-advertisement. Applicants who have previously applied may still re-apply

SALARY

R1 251 183 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE

Pretoria

REQUIREMENTS

A Bachelor’s degree/equivalent NQF 7 qualification in Public Health or Health Sciences. A post graduate degree in public health or related health sciences will be an advantage. At least five (5) years’ experience at a senior management level. Registration with the Health Professional Council of South Africa. Knowledge of Non-Communicable Diseases, policy analysis and development, research and information management, project planning and management, Public Service Act, Public Service Regulation, Public Finance Management Act as well as National Health Act. Good facilitation and people management, financial, human resource management, development, leadership, communication (written and verbal), coordination, planning, organisational as well as computer skills. Ability to work well under pressure and independently as well as willingness to travel and work irregular hours. A valid driver’s licence.
**DUTIES**

Leadership and management of the Non-Communicable Diseases cluster. Determine strategies and objectives, and establish goals for directorates. Finance and risk management. Coordination and oversight of the cluster expenditure. Ensure that project specifications are developed, services are procured in line with the statutory prescriptions. Policy and programme development, policy implementation, monitoring and evaluation. Coordinate and lead problem identification, set norms and standards, market and seek buy in of NCDs policies among stakeholders as well as communicate results/information dissemination. Stakeholder management and collaboration. Represent Non-Communicable Diseases cluster as required at local, regional and international levels as well as interdepartmentally and intradepartmentally. Stewardship and support to provinces. Lead with regard to oversight reviews of provincial performance in implementing national policies relating to Non-Communicable Diseases.

**ENQUIRIES**

Dr NJ Makhanya Tel No: (012) 395-9783

**CLOSING DATE**

21 September 2020, Time: 12:00pm Midday

**POST 21/100**

CHIEF-DIRECTOR: TB CONTROL AND MANAGEMENT REF NO: NDOH 29/2020

Chief Directorate: TB Control and Management

**SALARY**

R1 251 183 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

Bachelor’s degree or equivalent qualification (NQF Level 7) in health, medical or social sciences and public health. A PhD in Public Health will be an added advantage. Knowledge of and experience in TB control, policy development, implementation, evaluation and monitoring. Extensive experience in management and leadership. In-depth knowledge and understanding of health challenges in South Africa, as well as the SADC region. Excellent communication skills. A creative and innovative thinker. Good interpersonal and computer literacy skills. Willingness to travel frequently and work long hours and ability to function under pressure. A valid code 8 (code B) driver’s licence.

**DUTIES**

Develop strategies and policies relating to TB control and management. Coordinate all TB and TB/HIV activities in the country. Develop networks with major national and international role players in TB control. Initiate and coordinate all TB research. Support provinces in strengthening Provincial TB Control Programmes. Oversee and manage the cluster’s finances and human resources.

**ENQUIRIES**

Dr NJ Makhanya Tel No: (012) 395-9783

**CLOSING DATE**

21 September 2020, Time: 12:00pm Midday

**POST 21/101**

TECHNICAL COORDINATOR DONOR FUNDING MULTILATERAL AND BILATERAL AGREEMENT REF NO: NDOH 28/2020

(18 Months Contract)

Chief Directorate: Office of the Director-General

**SALARY**

R1 251 183 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

Post graduate qualification (NQF Level 8) in social sciences, administration or law. Proven experience of working with multilateral organisations, including the drafting of relevant agreements. An understanding of donor effectiveness framework. Knowledge of Financial Management and Public Finance Management Act (PFMA); Foreign Policies; International Development Studies; Global Health; Official Development Assistance (ODA); Policies, Strategies, Management and Coordination of ODA mechanisms and programmes. Good project management, managerial, strategic, diplomatic, coordination, communication, negotiation, report writing, monitoring and evaluation as well as conflict resolution skills. Willingness to travel frequently.
and work long hours and ability to function under pressure. A valid driver’s licence.

**DUTIES**

Mobilize, negotiate and secure funding for Health from bilateral agreements, multilateral agencies, philanthropies and others. Coordinate and manage Official Development Assistance Forum/mechanisms and relations with development partners and governments. Coordinate and support implementation of bilateral agreements, development cooperation and multilateral frameworks. Ensure efficient coordination of donor funding including reporting in line with the PFMA and Financial Agreements from the Development partners. Ensure adherence to Public Service Regulations and confinements of all other relevant prescripts and observance of best practices dictated by Public Service Regulations for acceptance and granting of gifts, donations and sponsorships.

**ENQUIRIES**

Dr NJ Makhanya Tel No: (012) 395-9783

**CLOSING DATE**

21 September 2020

**POST 21/102**

**DIRECTOR: NURSING PRACTICE REF NO: NDOH 30/2020**

Chief Directorate: Nursing Services. Directorate: Nursing Services

Re-advertisement. Applicants who have previously applied may still re-apply

**SALARY**

R1 057 per annum (An all-inclusive remuneration package) (basic salary consist of 70% of total package, the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to the Senior Management Service guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor’s Degree in nursing registrable with the SANC. A postgraduate qualification in Nursing will be an advantage. At least five (5) years clinical experience in the nursing environment at middle management or equivalent level and three (3) years’ experience as a Nurse Manager in Administration, Education, or Primary Health Care. Knowledge of statutory body requirements as well as legislative framework governing the practice of nursing and midwifery, general public service administrative policies that have relevance to nursing practice as well as labour relations and employment equity issues on the practice of nursing. Strategic priorities of the Department of Health and as enshrined within the National Health Act. Knowledge of the Public Finance Management Act. Good communication (written and verbal), computer literacy, managerial, project and programme management skills. Ability to work under pressure. A valid driver’s licence.

**DUTIES**

Develop relevant policy guidelines for nurses and midwives, based on their scopes of practice. Provide leadership and support provincial development of Standard Operating Procedures (SOP) as guided by the new scope of practice. Liaise with statutory bodies and other relevant stakeholders in the development and update of the regulatory framework to institutionalize nursing practice. Develop relationship with all stakeholders that deal with nursing practice matters so as to improve quality of care at all levels. Manage financial and human resources for the Directorate: Nursing Practice, including continued advocacy to ensure availability of adequate resources to create positive practice environments in all provinces

**ENQUIRIES**

Dr NJ Makhanya Tel No: (012) 395-9783

**CLOSING DATE**

21 September 2020, Time: 12:00pm Midday

**OTHER POSTS**

**POST 21/103**

**DEPUTY DIRECTOR: FORENSIC MENTAL HEALTH SERVICES REF NO: 32/2020**

Chief Directorate: Non-Communicable Diseases

Directorate: Forensic Mental Health

Re-advertisement. Applicants who have previously applied may still re-apply

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A qualification which is registrable with a statutory body/council in one (1) of the following: Psychology, Psychiatry, Occupational Therapy or Psychiatric
Nursing. At least three (3) years’ clinical experience in forensic mental health at a supervisory or junior management level. Experience should include conducting forensic/mental health evaluations, providing care, treatment and rehabilitation of State Patients and mentally ill prisoners, criminal capacity assessments of children in terms of Mental Health Act No 17 of 2002, Criminal Procedure Act as amended and the Child Justice Act. Experience of Health systems management. Knowledge of Clinical Mental Health/psychiatry, project, financial management, research and intersectoral collaboration. Good communication (written and verbal), problem solving, planning, organisational, computer (Microsoft office package) and human resource management skills. Ability to work independently and in a team. A valid driver’s license.

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

**ENQUIRIES**: Dr NE Mulutsi Tel No: (012) 395 8044

**CLOSING DATE**: 21 September 2020, Time: 12:00pm Midday

**POST 21/104**: DEPUTY DIRECTOR: DATA MANAGEMENT HUMAN RESOURCE INFORMATION SYSTEMS REF NO: NDOH 21/2020

*(Contract Post Ending September 2021)*

Chief Directorate: Human Resources for Health

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A Bachelor’s Degree/equivalent NQF level 6 qualification with 360 credits in Information Technology (IT). At least three (3) years’ experience at supervisory level working with District Health Information Systems (DHIS). Experience in PERSAL information management will be an advantage. Knowledge of Human Resource Information Systems (HRIS) and the operation/integration of such systems. Good analysis and interpretation of data. A valid driver’s license.

**DUTIES**: Plan the development and implementation of a human resource information system for sector to support HR planning, development and management. Participate in the selection and evaluation of database systems, methodologies, tools and ensures that appropriate infrastructure is available for development and production. Provide technical support of all relevant software. Conceptualise and design data management tools. Provide assistance on Human Resource Information Systems (HRIS) projects and coordinate administrative functions. Produce reports specified by the Director and undertaking related obligations. Plan all activities within the unit.

**ENQUIRIES**: Mr V Khanyile at Tel. No: (012) 395 8704/5

**CLOSING DATE**: 21 September 2020, Time: 12:00pm Midday

**POST 21/105**: DEPUTY DIRECTOR: HUMAN RESOURCE INFORMATION SYSTEMS REF NO: NDOH 22/2020

*(Contract Post Ending September 2021)*

Chief Directorate: Human Resources for Health

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A Bachelor’s Degree/equivalent NQF level 6 qualification with 360 credits in Information Technology (IT). At least three (3) years’ experience at supervisory level working with District Health Information Systems (DHIS). Experience in PERSAL information management will be an advantage. Knowledge of Human Resource Information Systems (HRIS) and the operation/integration of such systems. Good analysis and interpretation of data. A valid driver’s license.
DUTIES: Coordinate the implementation of Human Resource Information System (HRIS) projects within the organisation. Collect and collate all HRIS reports for different sub-projects and assist in compiling the quarterly reports. Maintain data integrity of systems by regularly analysing data. Develop projects work plan and monitor implementation of key deliverables by setting benchmarks. Design user procedures, guidelines and documentation for end users. Ensure systems are complaint with data protection policies. Facilitate user group meetings, conferences and workshops.

ENQUIRIES: Mr V Khanyile at Tel No: (012) 395 8704/5
CLOSING DATE: 21 September 2020, Time: 12:00pm Midday

POST 21/106: DEPUTY DIRECTOR: PROJECT AND PORTFOLIO MANAGEMENT REF NO: NDOH 25/2020
(Contract Post Ending 31 March 2022)
Chief Directorate: Policy and Planning
Directorate: Global Fund PMU
Re-advertisement. Applicants who have previously applied may still re-apply.

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

CENTRE REQUIREMENTS: Pretoria
A Bachelor’s Degree/National Diploma or equivalent NQF level 6 qualification (with 360 credits) in Commerce/Project Management/Information Technology related qualification. At least 3 years’ experience in project management at a supervisory level, and demonstrate experience of having successfully rolled out a change process, ideally in a government or other complex organisation environment. Knowledge of Agile processes, programme management concepts, nomenclature and role of project management. Familiar with project management standards, frameworks and concepts as well as understanding of stakeholder and change management processes. Good programme, portfolio, project and change management; problem solving, interpersonal including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and full Microsoft office suite (MS Word, Excel, Power-Point, etc) skills. Ability to work independently and work as a team. Willingness to travel extensively as required. A valid driver’s licence.

DUTIES: Plan and scope projects. Facilitate draft documentation of project objectives with the project partners and technical leads. Prepare stakeholder analysis, feasibility and impact analyses for all projects. Project delivery and execution. Brief relevant stakeholders and communicate project responsibilities. Implement the change management protocol to ensure project acceptance. Present the approved project plan and supporting documents to the relevant stakeholders. Project performance management. Manage internal stakeholders such as business owner. Conduct regular reviews of project performance within each project cycle. Hand over project deliverables and close out. Document change requirements and consider input for improvements. Obtain project close-out sign-off from relevant stakeholders. Ensure transition and handover of project deliverables to relevant NDoH stakeholders. Governance, risk and compliance management. Comply with defined project methodology, ICT Project Go-Live Checklist and Controls. Assess risk and mitigations for each project according to the risk mitigation strategy. Maintain knowledge management plan, Continuous Service Improvement (CSI) Plan and risk management plan.

ENQUIRIES: Mr Z Gwiba Tel No: (012) 395 9640
CLOSING DATE: 21 September 2020, Time: 12:00pm Midday

POST 21/107: PROFESSIONAL NURSE (SPECIALTY) CASUALTY NO OF REF NO: PNCAS-01/2020 CENTRE: DUNDEE HOSPITAL (CASUALTY) (X1 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus Benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements) Medical aid (Optional) and 12% Rural allowance
REQUIREMENTS: Senior Certificate/ Grade 12. Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. 1 year Post basic qualification in the Speciality (Diploma in Trauma/ Critical Care Nursing and Orthopedic Nursing). A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC. Current proof of registration with SANC for 2020. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one 1 year Post basic qualification in the Speciality (Diploma in Trauma/ Critical Care Nursing and Orthopedic Nursing). Recommendation: Valid Driver’s license EB (Code 8) or C1 (Code 10).

DUTIES: Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Implement, monitor and evaluate the effectiveness of infection control. Ensure the effective, efficient and economical use of all resources. Provision of effective support to nursing services. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Participate in all initiatives with aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batlo Pele principles to meet need and demands of the clients.

ENQUIRIES: Mrs. NT Mkhize Tel No: (034) 212 1111 Ext 268/9

APPLICATIONS: All applications must be forwarded to: The Human Resource Manager, Dundee Hospital, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver’s licence. Certification must be within 3 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 department reserves the right to fill or not fill the advertised posts. NB: Employment Equity target is an African Male.

CLOSING DATE: 18 September 2020, 16:00 afternoon


SALARY: R376 596 per annum (plus 37% in lieu of benefits).

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Nursing with Community Health Nursing as a recommendation. At least three (3) years’ experience in maternal and child health services including Prevention of Mother to Child Transmission (PMTCT). Knowledge and experience in SRH, Maternal, Neonatal and HAST services and related guidelines. In-depth knowledge and understanding of PMTCT interventions at National, Provincial and District level. Knowledge of antenatal care (ANC) and post - natal care services and how they link with PMTCT. Skills: Good communication (verbal and written), planning, organization, presentation and computer skills (MS Office package).

DUTIES: Support the development and implementation of maternal, neonatal including PMTCT policies, guidelines and standard operating procedures. Participate in Provincial visits to monitor the implementation of policies and guidelines. Support the implementation of quality improvement. Liaise with other clusters.
and institutions on issues related to Maternal, Neonatal and PMTCT. Support Monitoring and Evaluation of all directorate indicators. Recording and Reporting of all activities to the line manager. Attend to all ad-hoc activities as delegated by the line manager and report on such activities.

ENQUIRIES: Ms ME Mokaba at Tel No: (082) 690 4539
CLOSING DATE: 21 September 2020, Time: 12:00pm Midday

POST 21/109: ASISTANT DIRECTOR: ICT SYSTEM DEVELOPMENT REF NO: NDOH 26/2020
Sub-Directorate: ICT Data Technology

SALARY: R376 596 per annum (plus competitive benefits)
CENTRE: Pretoria
REQUIREMENTS:
A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 qualification (with 360 credits) in Computer Science/ Information Technology/Informatics/Engineering/Management Information Systems or Business Management. At least two (2) years in the ICT industry, relevant and adequate exposure to application development lifecycle methodologies, information systems analysis, business process management analysis, ICT planning, business process modeling tools and suites (ARIS, ACMIMATE or Visio), Metadata management and ICT service management. Knowledge of continuous improvement, Financial Management and Budgeting, Enterprise Architecture and Project Management. Good communication (verbal and written), interpersonal, conflict resolution, networking, planning, organisation, budgeting, problem solving and decision making skills.


ENQUIRIES: Mr Z Gwiba at Tel No: (012) 395 9640
CLOSING DATE: 21 September 2020, Time: 12:00pm Midday

POST 21/110: ASISTANT DIRECTOR: ICT SUPPORT REF NO: NDOH 27/2020
Directorate: Information and Communication Technology

SALARY: R376 596 per annum (plus competitive benefits)
CENTRE: Pretoria
REQUIREMENTS:
A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification (with 360 credits) in Information Technology. Certificated in at least three of the following, MSCA, MCSE, CNA, CNE, MCITP, A+, N+, Networking+, Security+, Mobility +, CISA, CISM and CRISK. At least two (2) years’ experience in Information Technology environment. Two (2) years’ experience of Transversal Application Installation, Maintenance and support for BAS, PERSAL, PERSAL FTP, LOGIS, LOGISONLINE, SAFETYWEB, FIREWALL and LAN (Local Area Network). Experience in ICT Support, network directory and authentication services and systems like LDAP, Active Directory, E-Directory, Microsoft environment support, and LAN (Local Area Network). At least one (1) year experience in ICT policy, procedure and standard development. Proven experience of strategic projects carried out and teamwork at all level involving stakeholders up to executive management. Knowledge of general ICT support, e-mail system, servers. Computer networks, computer security, computer standards and practices: computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers and modems. Knowledge of the OSI model, Government Transversal Systems and Financial Systems, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, technical, organisation and analytical skills.

DUTIES: Maintain and make communication systems available. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network (WAN), and Local Area Network
(LAN), Virtual Private Network (VPN), Multi-Protocol Label Switch (MPLS)). Management and maintenance of physical security systems. Manage physical security and access into the Department server environment. Management of the backup and ICT Disaster Recovery. Manage and maintain high availability of the Department server environment and computing capability. Manage customer relation. Perform IT advisory role to procurement of new equipment and advice on computer equipment replacement. Assist with policy, processes and standards formulations and documentation. Monitor and report on ICT service support and delivery. Ensure ICT service request and incident are reported, addressed and resolved as per the service standards. Management of ICT risks and audit queries.

**ENQUIRIES**
Mr Z Gwiba at Tel No: (012) 395 9640

**CLOSING DATE**
21 September 2020, Time: 12:00pm Midday
ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

CLOSING DATE: 18 September 2020

NOTE: NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s licence (where is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered

MANAGEMENT ECHELON

POST 21/111: CHIEF FINANCIAL OFFICER REF NO: DHET00/08/2020

SALARY: R1 521 591 per annum (Level 15) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS:

An appropriate Bachelor’s Degree (NQF7) in Finance/Accounting or an equivalent qualification as recognised by SAQA. A postgraduate qualification at NQF level 8 in the field of Finance or Management Accounting. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of 8-10 years’ experience at senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government: Generally Recognised Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver’s licence. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium Term Expenditure Framework (MTEF) process, procedures and controls within the private and public sectors. Good understanding of macro-economic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience to manage and interact with key stakeholders at senior level; proven strategic and leadership capabilities, programme and project management, and people management.
DUTIES:
The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Director-General) and Programme Managers (Deputy Directors-General). Manage and facilitate the provision of financial management services. Develop, implement and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and to promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and to monitor the utilisation of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilisation of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimise the Department’s risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities’ compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attend to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department Higher Education and Training.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442

APPLICATIONS:
Forward your application to email address: DHET00082020@dhet.gov.za

NOTE:
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/112:
CHIEF DIRECTOR
REF NO: DHET31/08/2020
Chief Directorate: CET Systems Planning, Institutional Development and Support

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

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor’s Degree in Education or a broader Social Science field of study. A Master’s degree in Education or the broader Social Sciences will be an added advantage. At least 5 - 10 years’ experience at senior management level in the post-school education and training sector is essential. Extensive knowledge and experience in education policy development, strategic planning, monitoring and evaluation, research management and information systems. Proven strategic management and leadership capabilities, and be a good communicator, with the ability to interact with...
colleagues in the Department of Higher Education and Training, other government departments, entities and institutions. Strong analytical, monitoring and reporting skills grounded in the public service. Excellent project management and conflict management skills are key to this post. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Proven computer literacy, including report writing and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES**

The scope of the Chief Director’s work will include, Strategic Planning, monitor and provide leadership for CET system development and support; Manage the setting up of management and governance systems, structures and procedures; Provide strategic leadership in managing the appointment of CET College Councils; Develop support programmes for management, councils and student representatives councils; Manage and monitor the implementation of appropriate policies for Community Colleges; Provide leadership and guidance for CET Branch and Community Colleges Strategic and operations planning; Monitor and evaluate the performance of the CET College system based on set system indicators; PSET System Planning, monitoring and reporting of the Department’s Annual Performance Plan and the Medium Term Strategic Framework (MTSF), Information Systems Management, Policy Coordination and Support, Analysis and Reporting on key statistics on post-school education and training, Analysis and reporting on the performance of the post-school education and training system through, inter alia, the tracking of key indicators, Research on Post-School Education and Training, and the promotion of the use of Labour Market Intelligence.

**ENQUIRIES**

Mr P Mtsihi Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165.

**APPLICATIONS**

Forward your application to this email address: DHET31082020@dhet.gov.za

**NOTE**

Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/113**

CHIEF DIRECTOR: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING REF NO: DHET28/08/2020
Branch: University Education
Re-advertised and candidates who had previously applied may re-apply)

**SALARY**

R1 251 183 per annum (Level 14) (All-Inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma or equivalent qualification. A Doctorate degree would be a distinct advantage. Consideration will be given to candidates with in-depth knowledge of at 5 to 10 years’ experience in the higher education sector as well as 5 years proven experience in a senior managerial level at an institutional and or national level. Expertise in one or more of the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and, higher education management information systems. Knowledge and understanding of the value chain of applications towards registration and admission to institution would be an added advantage. The incumbent must be a strong communicator with the ability to interact with high level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are: excellent and proven project management capabilities; strategic thinking, problem solving and financial management skills; proposal and report writing; and, computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the Post School Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be an added advantage. The incumbent should be able to perform in a team environment and take the responsibility for managing new developments in the higher education system.
The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations and entities. Willingness to travel domestically and internationally. A valid driver's license and willingness to travel.

**DUTIES**
will include, but not be limited to, providing strategic leadership and management support to four Directorates to ensure: the growth of quality public higher education provisioning through enrolment planning processes, the management of programme applications and the development and maintenance of institutional PQMs on a national level, and the development of a Ministerial Enrolment Planning Statement; the development of new initiatives within the public higher education system; the development of the Central Application Service (CAS) for the PSET; determining funding allocations to public higher education institutions, and presenting an annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities monitoring the use of infrastructure and efficiency funds in line with the Macro Infrastructure Framework for the public higher education sector; the implementation of the student housing infrastructure programme at universities; requests in terms of section 40 of the Higher Education Act; the maintenance and new developments of the higher education management information system for public institutions; providing data support to both internal and external stakeholders of the DHET with a focus on reporting, system and technical requirements; and submissions and verification of HEMIS data to enable funding allocations and cohort studies.

**ENQUIRIES**
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

**APPLICATIONS**
Forward your application to this email address: DHET28082020@dhet.gov.za

**NOTE**
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/114**
**CHIEF DIRECTOR REF NO: DHET41/08/2020**
Chief Directorate: Policy, Planning, Monitoring and Evaluation

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

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education or a broader Social Sciences field of study or equivalent qualification. A Master’s degree in Education or the broader Social Sciences will be an added advantage. At least 5-10 years’ experience at senior management level in the post-school education and training sector is essential. The candidate must have experience in policy development, strategic planning, monitoring and evaluation, research management and information systems. The candidate must also have proven strategic management and leadership capabilities, and be a good communicator, with the ability to interact with colleagues in the Department of Higher Education and Training, other government departments, entities and institutions. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post. The incumbent should be able to perform in a team environment. A valid driver’s licence is essential.

**DUTIES**
The scope of the Chief Director’s work will include, but not be limited to: Strategic Planning, PSET System Planning, monitoring and reporting of the Department’s Annual Performance Plan and the Medium Term Strategic Framework (MTSF), Information Systems Management, Policy Coordination and Support, Analysis and Reporting on key statistics on post-school education and training, Analysis and reporting on the performance of the post-school education and training system through, inter alia, the tracking of key indicators, Research on Post-School Education and Training, and the promotion of the use of Labour Market Intelligence.

**ENQUIRIES**
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**
Forward your application to this email address: DHET41082020@dhet.gov.za

**NOTE**
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The
successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/115

CHIEF DIRECTOR REF NO: DHET42/08/2020
Branch: Planning, Policy and Strategy
Chief Directorate: Legal and Legislative Services

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must have a minimum appropriate post graduate qualification in Law/LLB. Admitted Attorney/Advocate with at least five years’ experience at senior management level. Advanced skills to manage the Chief Directorate and provide support to stakeholders. The candidate must have proven strategic and leadership capabilities. Knowledge and experience with legal administration as well as court skills will be essential. Experience in Higher Education and Training Laws will be advantageous. Ability to investigate, conduct research and develop policies. Proven high-level liaison, written and verbal communication skills will be essential. Strong focus on service delivery innovation. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES : The scope of the Chief Director's responsibilities will be to provide strategic direction to the Chief Directorate: Legal and Legislative Services. Develop and monitor the implementation of education legislation (Bills, Acts and Regulations pertaining to the Department of Higher Education and Training. Coordinate, monitor, evaluate and support the effective implementation of relevant legislation. Oversee litigation matters on behalf of the Department and ensure legal compliance. Monitoring and evaluation of the implementation of new and existing legislation. Administer legislation of statutory bodies. Render a legal interpretation and advisory service to the Department and Higher Education Institutions. Oversee and manage court cases on behalf of the Minister and Director-General of the DHET. Manage and coordinate legal contracts, protocols on national and international agreements and provide advice as well as negotiate the terms of agreement with parties. Manage the Chief Directorate's resources effectively and efficiently.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
APPLICATIONS : Forward your application to this email address: DHET42082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/116

CHIEF DIRECTOR REF NO: DHET45/08/2020
Branch: Corporate Services
Chief Directorate: Human Resource Management and Development

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree at NQF Level 7 in Human Resource Management or Human Capital as recognised by SAQA. At least five years' relevant experience at a senior management level in the Human Resources environment. A postgraduate qualification will be an advantage. The candidate must have proven strategic and leadership capabilities. Understanding and experience of human resource policies and related legislation, as well as functioning of national, provincial and local government. Knowledge and understanding of financial management of the human resource payroll administration. Knowledge of human resource related standards, practices, processes, and procedures. Experience in human resource management and competencies on human resource development, transformation, employee wellness and labour relations. Knowledge of the structure and strategic operational functioning of the Department. Understanding of personnel provisioning, conditions of service, service benefits and termination of service. Knowledge of the functioning of the Personnel and Salary Administration
(PERSAL) system. A clear understanding of the Public Service Act and Regulations, Employment of Educators Act, Employment Equity Act and Financial Management Act. Excellent communication skills (written and verbal). Knowledge of and understanding of change management, people management, client orientation and customer-focus, diversity management and risk management. Excellent project management, problem solving, report writing, computer and analytical skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver’s licence.

**DUTIES**: The Chief Director's responsibilities will be to develop and implement the organisational strategy and monitor implementation of the policies and procedures in the areas of human resources management within the Department to comply with applicable legislation. Oversee the implementation of the Departmental Human Resource Plan, including individual performance management; the promotion of competence-based staff training and development; equity and empowerment for women and people with disabilities. Oversee the management of Human Resources Administration for the Department; Oversee the management of Organisational Development and employee wellness in the Department; Oversee the management of Human Resources Development for the Department and implement professional development needs analysis in cooperation with relevant training academies and development institutions. Oversee the management of Labour Relations, develop and maintain a Labour Relations Policy and strategy, and implementation in order to maintain an equitable, harmonious and productive Departmental workplace; implement employee health and wellness programmes and projects that are aligned with the HR plan. Provide professional guidance, support and capacity-building of departmental management in all aspects of operational HR management and staff development; Oversee the management of Human Resources records; Manage training programmes, Development and building of a skilled workforce within the Department; Establish partnerships with online organisations of learning; Manage the review and reconfiguration of departmental posts to ensure strategic outcomes are achieved; Manage organisational reengineering; Manage the Chief Directorate resources effectively and efficiently.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442

**APPLICATIONS**
Forward your application to this email address: DHET45082020@dhet.gov.za

**NOTE**: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/117**: CHIEF DIRECTOR REF NO: DHET46/08/2020
Branch: Corporate Services
Chief Directorate: Information Technology and Business Systems Management

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

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate Bachelor’s Degree/Advanced Diploma at NQF Level 7 in Information Technology Management or an equivalent qualification as recognised by SAQA. At least five years’ relevant experience at a senior management level in the Information Technology Management and Knowledge Management field. A postgraduate qualification will be an advantage. The candidate must have proven strategic and leadership capabilities. Understanding and experience of policy development, information systems development, and information management. Knowledge and understanding of ICT policies, processes and procedures. Knowledge of IT systems and governance framework such as MISS and MOS and international IT governance framework such as ITIL and COBIT; knowledge in data quality, data governance, master data management, information strategy, data science, and business analytics will be an advantage. Excellent communication skills (written and verbal). Knowledge of and understanding of change management, people management, client orientation and customer-focus, diversity management and risk management. Research and analytical skills; Excellent project management, problem solving, report writing, computer and
analytic skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver’s licence.

DUTIES: The Chief Director’s responsibilities will be to develop, implement and manage a DHET ICT strategy in alignment with the department’s business objectives and broader government information technology strategies; Develop and manage the effective implementation of ITC policies, processes and procedures; Manage all IT Service Level Agreement and Business Agreements between the DHET and suppliers (including SITA) and ensure compliance to all agreements; Oversee and manage ICT research and advisory services in support of DHET core business requirements; Develop, manage and implement reliable, efficient and cost effective IT systems, architecture, infrastructure and IT operational support services to meet the Departmental requirements and to support the IT system of DHET entities and institutions. Provide IT and records management services; Manage the alignment the DHET’s information security to legislation, government standards and security frameworks; Manage and ensure the compliance of all systems to government IT policies such as MISS and MIOS and provide IT governance functions in accordance with international governance framework such as ITIL and COBIT; Represent the Department of Higher Education and Training on the Government Information Technology Council; Responsible for overseeing the provision of expert advice, awareness and training on information security systems; Manage organisational reengineering; Manage the Chief Directorate resources effectively.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442

APPLICATIONS: Forward your application to this email address: DHET46082020@dhet.gov.za

NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/118: CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT REF NO: DHET91/08/2020

(Salaries are inclusive of remuneration package and other benefits)

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s Degree/Advanced National Diploma (NQF level 7) and at least five (5) to ten (10) years extensive experience in developing, implementing and monitoring Human Resource Development Strategies. Five (5) years proven experience in a senior managerial level in the area of human resource and skills at a macro level. Knowledge of Higher Education and Training environment and in conducting large scale research and monitoring and evaluation of programmes will be an added advantage. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organisations and dealing with complex and highly sensitive matters and information. Ability to negotiate and management of stakeholders from diverse background. Ability to develop strategies and clear standards; knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. A valid driver’s license and willingness to travel.

DUTIES: Manage Human Resource Development Council (HRDC) programme; Manage and oversee the functions of the Secretariat of the HRD Council; Provide effective technical and administrative support to the HRDC Council; its committees and task teams; Leading the implementation of programmes designed to the Secretariat in an effective manner; Manage specific duties and tasks within the Department of Higher Education and Training in supporting Council and its structures; Assist with relevant studies and research to advance the human resource development agenda in the country. Coordinate practical work between various Ministries and Departments that are involved in the implementation of the HRD Strategy for South Africa. Ensure alignment of the HRD Strategy with other government development strategies such as the National Skills Development Strategy (NSDS) III, New Growth Path (NGP),
Industrial Policy Action Plan (IPAP), National Development Plan (NDP), Local Economic Development (LED) strategies etc. Lead and coordinate HRD campaigns on behalf of the Council; Initiate and communicate special projects for the improvement of the Human Resource Development Strategy; Liaise with international and national organisation involved in Human Resource Development; Assist the Council in monitoring and updating the annual HRD Strategic Plan and assist relevant organisations with implementation; Develop, produce and distribute relevant information and resource materials in collaboration with other relevant organisations. Conduct multi-disciplinary studies on Human Resource Development.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165.

APPLICATIONS
Forward your application to this email address: DHET136082020@dhet.gov.za

NOTE
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/119
REGIONAL MANAGER REF NO: DHET136/08/2018

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

CENTRE
Western Cape / Northern Cape Regional Office

REQUIREMENTS
A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education will be an added advantage. At least 5 years proven experience at Senior Management Level (SMS). Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) as well as Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver's license and willingness to travel.

DUTIES
Ensure effective leadership, management and governance of public TVET and CET Colleges in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees’ budget for public Colleges and recruitment processes, provide support to public Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters in the Regional Office.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165.

APPLICATIONS
Forward your application to this email address: DHET136082020@dhet.gov.za

NOTE
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
POST 21/120: PRINCIPAL TVET COLLEGES (X7 POSTS)
Branch: Technical and Vocational Education and Training

SALARY CENTRE: R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
Posts are based in Technical and Vocational Education and Training (TVET) Colleges:
Buffalo City Tvet College Ref No: DHET01/08/2020
Port Elizabeth Tvet College Ref No DHET02/08/2020
SOuth West Gauteng Tvet College REF NO: DHET03/08/2020
Western Tvet College Ref No: DHET04/08/2020
Waterberg Tvet College Ref No: DHET05/08/2020
Boland Tvet College Ref No: DHET06/08/2020
Northlink Tvet College Ref No: DHET07/08/2020

REQUIREMENTS: Minimum appropriate requirements are: Bachelor’s degree or an equivalent qualification (NQF Level 7) in Education, at least 5-10 years-experience in the Post Schooling Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A post-graduate qualification in education (NQF Levels 8-10) and / or a relevant industry expertise will serve as an added advantage. Other requirements are extensive experience in the PSET institutional or academic management plus any or all of the following: institutional governance, financial management, corporate services management, a track-record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication and stakeholder management. Candidates should have a valid drivers’ licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects and achievements.

DUTIES: To put systems in place and implement towards effective, efficient and integrated registration of students including dedicated support for students with disabilities. To strategically lead and manage teaching and learning, assessments and examinations towards the achievement of improved students’ performance including initiatives to develop students entrepreneurship programmes. To fulfil the role of an Accounting Officer by establishing and monitoring college financial and supply chain management systems, implementation of infrastructure maintenance and college connectivity projects towards an improved service delivery. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT, delegated HR functions and other responsibilities. To drive for the efficient and effective implementation of college governance frameworks, systems and ensure the proper functioning of governance structures. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS: Buffalo city Forward your application to this email address: DHET01082020@dhet.gov.za
Port Elizabeth: Forward your application to this email address: DHET02082020@dhet.gov.za
South West Gauteng Tvet College: Forward your application to this email address: DHET03082020@dhet.gov.za
Western TVET College: Please forward your application to this email address: DHET04082020@dhet.gov.za
Waterberg TVET College: Please forward your application to this email address: DHET05082020@dhet.gov.za
Boland TVET College: Forward your application to this email address: DHET06082020@dhet.gov.za
Northlink TVET College: Forward your application to this email address: DHET07082020@dhet.gov.za

NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/121: DIRECTOR REF NO: DHET29/08/2020
Branch: University Education
Chief Directorate: Higher Education Policy Development and Research
Directorate: Sector Research and Support

SALARY: R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification. A Master degree would be a distinct advantage. Expertise in the following areas is a requirement: A minimum of five (5) years' experience at middle management level, Extensive knowledge and understanding of policy and regulatory frameworks governing higher education, Experience in government financial systems and procedures, including project planning and management, Experience in research methodology and management of research projects, Understanding of key stakeholder bodies in the higher education sector, Institutional research and planning; infrastructure planning; and transformation planning, Demonstrable experience in working with teams and working within short deadlines, Ability and reputation to build relationships both individually and institutionally, A creative and innovative thinker, Willingness to travel frequently and work long and irregular hours, Ability to function well under pressure, Excellent communication both in writing and verbally including high-level report-writing, Good planning, organizational and management skills, A valid driver's license is a requirement. Qualities: The incumbent must have an ability to guide, manage, motivate and develop other officials in the directorate so as to achieve maximum results. Must be able to anticipate and provide guidance and leadership on disagreements, confrontations, tensions and complaints in a practical and constructive manner in order to achieve results. S/he must be able to, solve service delivery difficulties, gain acceptance to plans, policy implementation and proposals. S/he must be a good writer and who, as a manager, requires minimum supervision.

DUTIES: The scope of the work of the successful candidate will include, but not be limited to: Provide leadership in research development and support to the university education branch to execute its work in the sector; Manage and coordinate research in pursuit of the advancement of transformative higher education in South Africa. Strategic leadership and management support to the Directorate: Research Support and Transformation to ensure: growth of quality public higher education provisioning through transformation planning and implementation; Develop, maintain, support and monitor the implementation of transformation policies and plans; Conceptualise and implement programmes and projects to strengthen transformation initiatives at universities; Build relations with internal and external stakeholders in the DHET with a view to support the advancement of higher education; Oversight and monitoring of transformation implementation; Lead the process of establishing and support to the national Ombudsman office for transformation of higher education.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS: Forward your application to this email address: DHET29082020@dhet.gov.za

NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
POST 21/122 :  DIRECTOR: REF NO: DHET30/08/2020
Branch: University Education
Chief Directorate: University Planning and Institutional Funding
Directorate: Academic Planning, Monitoring and Evaluation

SALARY : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : The minimum educational requirement for this post is a Bachelor’s degree in an appropriate field of study plus at least 5 years of relevant experience with the Higher Education sector. A Master’s Degree or equivalent in an appropriate field of study would be an added advantage. A minimum of 5 years’ experience at middle management level, Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment; knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing; ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; a valid driver’s license; knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage.

DUTIES : The scope of the Director’s work will include but not be limited to: Facilitating the enrolment planning processes on a national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications’ submissions according the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timorously to requests for briefing notes and responses to all correspondence, including parliamentary questions.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165
APPLICATIONS : Forward your application to this email address: DHET30082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/123 : DIRECTOR REF NO: DHET32/08/2020
Branch: Community Education and Training
Directorate: Community Education and Training: Institutional Funding
Re-advertised and candidates who had previously applied may re-apply

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Accounting/Auditing/Economics/Social Policy. An Honours Bachelor’s degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years’ experience in the post-school education and training sector, of which at least 5 years at middle/senior management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the CET sector stakeholders. Excellent analytical and reporting writing skill. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel
skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. Willingness to travel, work irregular hours and travel extensively. A valid driver’s licence is essential.

**DUTIES**

The scope of the Director’s work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Community Education and Training (CET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organization; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in CET Colleges; development and maintenance/review of norms and standards for funding the CET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for CET Colleges; provide support and advice the Branch and CET Colleges on implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for CET Colleges; monitor compliance with the implementation of the funding policies for CET Colleges; manage the advocacy of the funding policies for CET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

**APPLICATIONS**

Forward your application to this email address: DHET32082020@dhet.gov.za Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/124**

**DIRECTOR REF NO: DHET33/08/2020**

Branch: Community Education and Training

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree or equivalent qualification relevant to the post with 5-10 years of relevant experience within the post-school education and training sector, of which at least 5 years must at middle management level. A post-graduate degree and experience in education institutional planning and development in any of the post-school education training institutional sub-system will be added advantages. A sound and thorough knowledge of policies and strategies relating to institutional planning and development in the Post School Education and Training sector. Willingness to work irregular hours and extensive travelling. An understanding of Department’s strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa. Strategic and leadership, conflict management, budgeting and financial management skills. All short-listed candidates shall be required to do a writing exercise as part of assessing their suitability for the post. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook. Willingness to work irregular hours and travel extensively. A valid driver’s license is required.

**DUTIES**

The scope of the Director’s work will include but not be limited to: Providing strategic leadership for the development, management and implementation of appropriate legislation, policies and strategies for planning, management and support for Community Education and Training Colleges. Providing leadership in the development of strategic and operational plans of the regions and CET Colleges. Developing institutional mapping of current and future CET Colleges and Learning Centre. Develop institutional framework for CET Colleges. Monitor and manage labour relations in the CET colleges, in collaboration with
ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS: Forward your application to this email address: DHET33082020@dhet.gov.za
NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA

POST 21/125: PRINCIPAL: WESTERN CAPE CET COLLEGE REF NO: DHET34/08/2020
Branch: Community Education and Training

SALARY: R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
CENTRE: Post is based in a Community Education and Training (CET) College
REQUIREMENTS: Minimum appropriate requirements are: Bachelor’s Degree or an equivalent qualification (NQF Level 7) in education, at least 5 years-experience in Post Schooling Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A post-graduate qualification in education (NQF Levels 8-10) and/or relevant industry expertise at management level will serve as an added advantage. Extensive experience in PSET institutional or academic management is essential plus experience in three or more of the following: institutional governance, financial management, corporate services management, a track-record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication and stakeholder management. Candidates should have a valid drivers’ licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects and achievements.

DUTIES: To put systems in place and implement towards effective, efficient and integrated registration of students including dedicated support for students with disabilities. To strategically lead and manage teaching and learning, assessments and examinations towards the achievement of improved students’ performance including initiatives to develop students’ entrepreneurship programmes. To fulfil the role of an Accounting Officer by establishing and monitoring college financial and supply chain management systems, implementation of infrastructure maintenance and college connectivity projects towards an improved service delivery. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT, delegated HR functions and other responsibilities. To drive for the efficient and effective implementation of college governance frameworks, systems and ensure the proper functioning of governance structures. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive curricula and programmes and monitor the associated quality assurance programmes and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165
APPLICATIONS: Forward your application to this email address: DHET34082020@dhet.gov.za
NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/126: DIRECTOR REF NO: DHET38/08/2020  
Directorate: SETA Support and Learnerships

SALARY: R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree or Advanced National Diploma qualification on (NQF level 7) or equivalent qualification in Public Management/Administration/Human Resource/Training and Development. A post-graduate Degree/qualification on (NQF level 8) and/or experience in Public Management/Administration/Human Resource/Training and Development in the Post-School Education and Training (PSET) Sector will be an added advantage. Minimum of 5 to 10 years’ experience in the Skills and Training Development related environment with at least 5 years middle/senior management level. Sound knowledge of the application of government and departmental policies in respect to Skills and Training Development. Sound Knowledge of functions and relevant legislations and policies governing the Sector Education and Training Authority (SETAs). Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent Verbal and written communication and organisational skills are essential. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Client orientation and customer focus, Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES: The successful candidate will be reporting to the Chief Director; SETA Coordination Chief Directorate: will be responsible to provide strategic and leadership direction in the SETA Support and Learnerships Directorate; Manage development and publication of policy guidelines, procedures and regulation regarding development, registration, implementation and quality assurance of Learnerships and Learning programmes; Conduct skills development research and provide effective learning programme support; Provide Levy Grant Administration and support to SETAs to implement Learnerships, Learning Programmes and Quality Assurance Systems; Facilitate and collaborate between SETAs, QCTO, SAQA, Quality Councils and Department of Higher Education and Training together with other National Education and Training Stakeholders; Manage the Service Level Agreement with QCTO on behalf of the Department of Higher Education and Training; Provide support to SETAs to implement NSDS/NSDP Regulations and Guidelines; Provide guidance on Sector Skills Plan submitted by the SETAs; Ensure that SETAs collaborate effectively in initiatives under sections and units responsible for Learnerships/ETQA, Quality Assurance, apprentice records, capacity development, levy grant disbursement and NSF Project; Liaise with SARS regarding collection of levies from eligible employer and transfer of funds and data to NSF and SETAs; Contribute toward policy development and review of regulations to give effect to Skills Development Act and NSDS/NSDP and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET38082020@dhet.gov.za

NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
POST 21/127 : DIRECTOR REF NO: DHET39/08/2020
Branch: Skills Development
Directorate: National Skills Authority (NSA)
Re-advertised and candidates who had previously applied may re-apply

SALARY : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or Advanced Diploma qualification (NQF level 7) in Public Management/Administration/Social Sciences/Education and Training. A post-graduate relevant qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of 5 to 10 years' experience in Skills development Sector or related training environment with at least 5 years at middle/senior management level. Sound knowledge of legal frameworks applicable to Skills Development. The candidate must have appropriate management or leadership experience. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management and financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; client orientation and customer focus; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Executive Officer: will be responsible to provide effective and efficient Secretariat, administrative, strategic support and manage the programmes of the National Skills Authority. Design and develop the systems for effective secretariat and administrative support to the NSA, including relevant communication and reporting systems, Develop and recommend appropriate systems to monitor and support the implementation of the decisions of the NSA; Assist the Executive Officer with liaison activities between the NSA and Department of Higher Education and Training to ensure effective coordination of policy with reference to the NSDS and other skills development initiatives; Establish and maintain links between the NSA, SAQA, other government departments and statutory bodies to ensure effective policy coordination; Ensure the National Skills Conference is planned and hosted in terms of the agreed framework bi-annually; Establish systems and procedures for the effective management of human, financial and physical resources of the Secretariat; Manage NSA programmes including research projects, capacity building projects, consultation processes marketing And the NSA investigations. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET39082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/128 : DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: DHET40/08/2020
Chief Directorate: Office of the Chief Financial Officer (NSF)
Directorate: Financial Management and Administration

SALARY : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) or equivalent qualification in financial management and accounting or equivalent, coupled which at least 5 to 10 years middle/senior management working experience in financial management, accounting or auditing in the private or
Candidates with a CA (SA) qualification will have a distinct advantage. A dynamic, hardworking individual with strong leadership and people management skills to manage the Finance Directorate. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent problem solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Highly commitment individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES:**
Manage the daily processing of payments, receipts and other financial accounting transactions; Manage debtors and creditors; Manage revenue, administrative expenses and levy collection costs; Manage the preparation and review of all relevant financial workbooks; Manage record keeping function and central registry; Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes; Manage physical assets and inventories, including leases; Manage facilities, including rental agreements for office space and parking, security services, cleaning services, repairs and maintenance, receptionists and boardroom bookings; Manage travel agents and travel office; Manage mail room and messenger functions; Manage telecommunication costs and bills; Manage the resources of the Directorate; Provide advice on financial management and administration matters; Develop and maintain financial management and administration policies and procedures; Participate as an active member of the NSF executive team.

**ENQUIRIES:**
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

**APPLICATIONS:** Forward your application to this email address: DHET40082020@dhet.gov.za

**NOTE:** Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/129:**

**DIRECTOR REF NO:** DHET43/08/2020  
Branch: Planning, Policy and Strategy  
Chief Directorate: Legal and Legislatives Services

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

**CENTRE:** Pretoria

**REQUIREMENTS:** Applicants must have a minimum appropriate post graduate in Law/LLB. Admitted as Attorney or eligible to be admitted as Attorney /Advocate with a minimum of 10 years post-legal qualification working experience with at least 3-5 years middle management level at least 5 years at middle management level. In-depth knowledge of Post-School Education and Training legislation will be an added advantage. Excellent leadership and strategic capability; Proven high level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation sills.; presentation skills, problem solving and analytical skill. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display high level of professionalism and adaptable. Knowledge and understanding of post-school education environment, skills development and training sector, labour relations legislations and procedures, litigations and various court procedures.

**DUTIES:** The appointee will head the Directorate: Legal and Legislative Services: Skills and be responsible to manage the provision of legal services in the Department and HET institutions; fully and actively be involved in drafting and monitoring implementation of post-school education legislation (Bills, Acts and regulations pertaining to the DHET); administer legislation of statutory bodies; co-ordinate general legal advice and legal documents to the Department and PSET institutions, particularly the skills development and training sector; manage litigation matters on behalf of the Department and ensure legal compliance;
monitoring and evaluating implementation of new and existing legislation and ensure compliance with legislation; vet, manage and co-ordinate legal contracts, Protocols, domestic and international agreements and providing legal advice/opinion thereon; manage the Directorate’s resources effectively and efficiently; direct the work of the Directorate in line with the strategic objectives of the Department.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS NOTE : Forward your application to this email address: DHET40082020@dhet.gov.za

NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/130 : DIRECTOR REF NO: DHET44/08/2020
Branch: Planning, Policy and Strategy
Chief Directorate: International Relations
Directorate: Africa and Middle East

SALARY : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/Advanced Diploma (NQF level 7) or equivalent qualification and experience in International Relations. A Master’s Degree would be a distinct advantage. Sound understanding of development issues and trends will be an added advantage. A minimum 5 years’ work experience at middle management level in International Relations environment is essential. A clear understanding of the role of education in development and international relations and well-versed with the Government’s foreign policies. Excellent leadership and strategic capability; Proven high level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation skills.; presentation skills, problem solving and analytical skill. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display high level of professionalism and adaptable. Knowledge and understanding of post-school education environment, skills development and training sector, field of Post School Education and Training.

DUTIES : The appointee will head the Directorate and will: Service all bilateral and multilateral agreements and manage the overall cooperation programmes; Develop relevant policies and programmes to achieve the implementation of the international programmes in education and training; Oversee the research of educational developments in the countries with which the Department is dealing; Strengthen partnerships with international agencies and foreign governments; promote the issues of international relations concerning education and training matters between South Africa and the continent and the Middle East; Promote and maintain partnerships are guided by the Government’s foreign and education and training policies; Provide advice and guidance on Africa and Middle East partnerships and render administrative support services; Manage the outreach partnership with developing countries; Perform delegated duties and responsibilities under the Public Finance Management Act; Manage the MTEF budget and monthly cash flow statements and provide strategic leadership to staff.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS NOTE : Forward your application to this email address: DHET44082020@dhet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/131 : DIRECTOR REF NO: DHET47/08/2020
Branch: Corporate Services
Chief Directorate: Human Resource Management and Development
Directorate: Grievance, Disputes and Misconduct Management

SALARY : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)

CENTRE : Pretoria
**REQUIREMENTS**

An appropriate Bachelor’s Degree or Advanced Diploma (NQF level 7) in Labour Relations/Human Resource Management/Labour Law or equivalent qualification. A post-graduate relevant qualification (NQF level 8) and/or experience on labour relations matters will be an added advantage. Minimum of 5-10 years’ experience in Labour Relations related fields’ environment with at least 5 years in the middle/senior management level. Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts which includes Collective Agreements. In depth knowledge of dispute resolution process/procedure in the PSBCBC, GPSSBC, ELRC and other related labour forums. Required Skills: Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, facilitation skills, verbal and written communication; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skill; Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES**

The successful candidate will be reporting to the Chief Director: Human Resource Management and Development: will be responsible to provide strategic and leadership direction in the Labour Relations Directorate; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise; Advise management on labour relations developments particularly where policy and procedural changes may be required; Represent the Department in conciliations and or mediation process and arbitrations hearings; Coordinate and manage employee disciplinary process, conflict resolution process and oversee dispute resolution; Develop labour relations policies and manuals in the department; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent the department in all Labour Relations Fora and Ensure the efficient, effective and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management. Management of human resources and finances of the Directorate.

**APPLICATIONS**

Forward your application to this email address: DHET47082020@dhet.gov.za

**NOTE**: Disclaimer Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/132**

**DIRECTOR REF NO: DHET48/08/62020**

Branch: Corporate Services
Chief Directorate: Human Resource Management
Directorate: Collective Bargaining

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Labour Relations/Human Resource Management/Labour Law. A post-graduate Degree/qualification on (NQF level 8) and/or experience on labour relations matters will be an added advantage. Minimum of 5 to 10 years’ experience in the Labour Relations related fields’ environment with at least 5 years in the middle/senior management level. Extensive experience in Collective Bargaining in a Public Service. In-depth knowledge of dispute resolution process/procedure in the PSBCBC, GPSSBC, ELRC. Extensive experience in Collective Bargaining in the Public Service will be an added advantage. Extensive experience in dealing with grievances, initiating and chairing disciplinary hearing, representing the employer in
Conciliation/Arbitration hearings and dealing with issues referred to Labour Court will be an added advantage. Knowledge and understanding of Labour Relations, Human Resource Management, Public Service prescripts and Collective Agreements. Required Skills: Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES**

The successful candidate will be reporting to the Chief Director: Human Resource Management and Development; will be responsible to provide strategic and leadership direction in the Collective Bargaining Directorate; Manage the collective bargaining process; Monitor the implementation of collective agreements between the Department and its recognised trade unions; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining; Conduct research on collective bargaining trends and to advise the Department on collective bargaining matters and labour relations developments particularly where policy and procedural changes may be required; Negotiating collective bargaining agreements with the recognised trade unions; Ensure effective management and coordination of strike action; Manage and advise the Department on procedures to be followed during strike action; Develop labour relations policies and manuals; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent the Department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET48082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/133**

**DIRECTOR REF NO:** DHET49/08/2020
Branch: Corporate Services
Chief Directorate: Human Resource Management
Directorate: Employee Health and Wellness Programmes

**SALARY:** R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE:** Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Social Sciences / Psychology or equivalent qualification. A post-graduate Degree/qualification on (NQF level 8) and/or experience in Social Sciences/ Psychology or equivalent qualification will be an added advantage. Minimum of 5 to 10 years’ experience in Employee Health and Wellness Programmes related environment with at least 5 years middle/senior management level. Sound knowledge of the health and safety practices and policies. Ability to develop creative solutions to effectively solve problems while maintaining consistency with health and safety policies, standards, procedures, laws and regulations; Ability to maintain confidentiality; Effective judgement and good decision making skills, including the ability to negotiate, counsel, advise and influence managers; Ability to objectively coach managers and employees through complex, difficult and emotional issues; Excellent customer service, verbal and written communication and organisational skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills;
Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES**

The successful candidate will be reporting to the Chief Director-General: Human Resource Management and Development; will be responsible to provide strategic and leadership direction in the Employee Health and Wellness Programmes Directorate; Facilitate the development and implementation of employee health and wellness policies and programmes; Promote and facilitate the implementation of occupational health, safety and environmental strategies and programmes; Manage and facilitate the provision of efficient and effective employee health wellness throughout all Branches of the Department, in support of the Strategic and Operational plans; Manage the quality of work life within the Department; Manage the implementation occupational health and safety programmes in the Department; Design and implementation of employee assistance and wellness programme; Coordinate all wellness programmes and services by partnering with partnering with the professional institutions within the wellness facility including but limited to: group fitness, massage therapy, nutrition counselling, and personal training; Monitor and evaluate the employee wellness programme; Conduct a wellness survey and manage the wellness program reports i.e. utilisation, statistics, and satisfaction; Manage wellness related communications by partnering with the Media and Communication Directorate (e-mails, posters, screen messaging, desk-drops, wellness website, etc.); Promote good health and safety within the Department; Conduct research on safety health practices and changing technology, trends new theories of health and to advise the Department on health plans and insurance to the workplace is acceptable and up-to-date will all applicable codes; and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

**APPLICATIONS**

Forward your application to this email address: DHET49082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**POST 21/134**

DIRECTOR REF NO: DHET50/08/2020

Branch: Corporate Services
Chief Directorate: Corporate Communications
Directorate: Marketing and Public Relations

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree or Advanced Diploma (NQF level 7) in Marketing/ Communication/ Public Relations/Journalism/Business Administration or equivalent qualification. A post-graduate relevant qualification (NQF level 8) and/or experience in Marketing/ Public Relations/Journalism/Business Administration will be an added advantage. A minimum of 5 to 10 years’ experience in experience in Marketing and Public Relations environment with at least 5 years middle/senior management level. Sound Knowledge of the legal frameworks governing the public service and Post-School Education and Training is essential. Extensive experience in marketing, advertising and brand management. Expert knowledge of current marketing trends and multimedia platforms is essential. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Excellent analytical, interpretive and negotiating skills to ensure effective communication of the Department’s policies and programmes; High level of public relations and project management Skills. Excellent customer service, verbal and written communication and organisational skills. Ability to foster partnerships, build positive relationships with stakeholders, media and...
the public. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES**

The successful candidate will be reporting to the Chief Director: Corporate Communication and Media Liaison Chief Directorate; will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Provide leadership in the publication, guidance and editorial support and development to contributors in terms of developing a culture of reflection, recording and publication in the TVET and CET Colleges; Coordinate the drafting and maintenance of publication protocols and international standard serial registration; Liaise and manage all internal and external stakeholders including, contributors, subscriber, advertisers, distribution networks and service providers; Develop a marketing and public relations strategy for the Department; Oversee the development of marketing campaigns and promotional activities; Manage efficient and effective marketing and public relations and event management services; Oversee the marketing plans to help sales for the departmental core mandate to the public; Conduct research and analysing data to identify and define audiences; Develop and update promotional materials and publications (brochures, videos, social media posts etc.); Prepare and distribute press releases; Monitor regular departmental event progress and reports as they occur and evaluate the PR program impacts as well as playing a crucial role in the departmental communication activities; Ensure effective financial and administrative support and maintenance, budgeting and financial process and overall administrative support for publication and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET50082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Security Risk Management/Policing/Public Management/ Law or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in Security Management, Operations, Project Management and Business Intelligence applications. A minimum of 5 years’ proven experience at middle management level is essential. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. A valid driver’s license and willingness to travel.

**DUTIES**

Facilitate the implementation of the MISs and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early
warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the State Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with Landlord and external security provider. Manage all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Direct the utilisation of technology in support of the Unit’s business processes.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS:
Forward your application to this email address: DHET51082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/136:
DIRECTOR REF NO: DHET52/08/2020
Branch: Corporate Services
Directorate: Facilities Management
Re-advertised and candidates who had previously applied may re-apply

SALARY:
R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor’s Degree or Advanced Diploma (NQF level 7) in Facilities Management/Property Management/Records Management and/or Programme Management or equivalent qualification. A postgraduate relevant qualification (NQF level 8) and/or experience in the facilities/property or Programme management will be an added advantage. A minimum of 5 to 10 years experience in facilities/property/programme management and project management with at least 5 years middle/senior management level. Sound knowledge of the application of government and departmental policies in respect to facilities or fixed immovable assets, logistical services and records management. Knowledge of financial policies as guided by Public Financial Management Act and Treasury Regulations. Knowledge: Framework for supply chain management, South African Archives Act; Government Immovable Asset Management Act and structure and functioning of the Department. Understanding of business functions and processes of government supply chain management and Asset Management. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management. Policy analysis and development and Quality Management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES:
The successful candidate will be reporting to the Deputy Director-General: Corporate Services: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Oversee development of facilities contract management guidelines, norms and standards, policies, and strategies to ensure compliance with procurement procedures and legislation; Responsible for the preparation, analysis, negotiation and reviews of contracts for facilities management services; Oversee the development of the service level agreement and key performance indicators for facilities management
contracts; Manage and monitor office accommodation leasing contracts; Manage the and maintain the physical facilities of the Department; Lead the development of technical specifications and standards for technical contracts; Manage the provision of office furniture and other tools of trade, transport, postal and bulk printing services. Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard new technologies; Develop and implement a records management strategy for the Department and ensure archiving of departmental documents in line with relevant legislation and policies; Provide cleaning services and ensure a clean, safe and healthy environment for the Department; Provide cleaning services Security Services; Responsible for the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications; Ensure the development and implementation of monitoring of quality standards of all projects; Oversee the implementation of facilities management minor and major maintenance projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio of the Department; Manage the registry postal and courier services and ensure security of the departmental records. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE: Forward your application to this email address: DHET52082020@dhet.gov.za Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/137: DIRECTOR REF NO: DHET90/08/2020
Chief Directorate: Chief Financial Officer
Directorate: Salary Administration

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

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s Degree/Advanced Diploma (NQF level 7) (Bachelor of Commerce) in Finance/Accounting Management or equivalent qualification. At least 6-10 years extensive experience in Financial Management related field. Five (5) years proven experience in a middle managerial level in the area of financial management environment. Excellent knowledge in operating systems, such as LOGIS, BAS and PERSAL. Knowledge and understanding of Financial Management Acts, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPPFA), Broad Based Back Empowerment (BBBE). Good planning and organisation. Analytical and problem solving skills. Ability to communicate ideas and issues at all levels. Knowledge of Post-School Education and Training (PSET) environment will be an added advantage. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organisations and dealing with complex and highly sensitive matters and information. Ability to develop strategies and clear standards; knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. A valid driver’s license and willingness to travel.

DUTIES: The successful candidate will be reporting to the Chief Financial Officer: will be responsible to provide strategic and leadership direction in the Salary Administration Directorate; Oversee and manage the administration of Examinations, Claims and Payroll; Manage the administration salaries payments, control and maintenance of salary transactions; Manage the provision payroll administration services; Manage and monitor and distribution of salary pay slips to all pay points throughout the country; Manage payroll certification of supplementary, permanent and temporary PERSAL runs on a monthly basis; Manage and monitor and control of monthly updates to CFO on
outstanding payroll in terms of treasury regulations; Manage the control, maintain salary Examination payments for CET claims; Manage the control and maintain salary transactions; Manage and monitor deductions resignations.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS
Forward your application to this email address: DHET90082020@dhet.gov.za

NOTE
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/138
DIRECTOR REF NO: DHET92/08/2020
Human Resource Development Council of South Africa - Secretariat
Chief Directorate: Human Resource Development and Council Secretariat
Directorate: HRDC Programmes

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

CENTRE
Pretoria

REQUIREMENTS
A recognised undergraduate qualification/Bachelor’s Degree/Advanced National Diploma (NQF level 7) and at least five (5) years extensive experience in developing, implementing and monitoring Human Resource Development Strategies. Five (5) years proven experience in a middle managerial level in the area of human resource and skills at a macro level. Knowledge of Higher Education and Training environment and in conducting large scale research and monitoring and evaluation of programmes will be an added advantage. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organisations and dealing with complex and highly sensitive matters and information. Ability to negotiate and management of stakeholders from diverse background. Ability to develop strategies and clear standards; knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. A valid driver’s license and willingness to travel.

DUTIES
Responsible for the Directorate: Human Resource Development Council (HRDC) programme; Manage the functions of the Secretariat of the HRD Council; Provide effective technical and administrative support to the Chief Director: HRDC Council; its committees and task teams; Leading the implementation of programmes designed to the Secretariat in an effective manner; Manage specific duties and tasks within the Department of Higher Education and Training in supporting Council and its structures; Assist with relevant studies and research to advance the human resource development agenda in the country. Ensure practical work between various Ministries and Departments that are involved in the implementation of the HRD Strategy for South Africa. Ensure alignment of the HRD Strategy with other government development strategies such as the National Skills Development Strategy (NSDS) III, New Growth Path (NGP), Industrial Policy Action Plan (IPAP), National Development Plan (NDP), Local Economic Development (LED) strategies etc. Lead and coordinate HRD campaigns on behalf of the Council; Initiate and communicate special projects for the improvement of the Human Resource Development Strategy; facilitate the liaison with international and national organisation involved in Human Resource Development; Assist the Council in monitoring and updating the annual HRD Strategic Plan and assist relevant organisations with implementation; Develop, produce and distribute relevant information and resource materials in collaboration with other relevant organisations. Conduct multi-disciplinary studies on Human Resource Development.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS
Forward your application to this email address: DHET92082020@dhet.gov.za

NOTE
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The
successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/139 : DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET93/08/2020
These Posts are based at DHET Regional Offices
Directorate: Technical and Vocational Education and Training (TVET)
Re-advertised and candidates who had previously applied may re-apply

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Eastern Cape Regional Office
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least a minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public TVET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET93082020@dhet.gov.za Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/140 : DIRECTOR: COMMUNITY EDUCATION AND TRAINING (CET) CURRICULUM AND INSTITUTIONAL SUPPORT EASTERN CAPE REGIONAL OFFICE REF NO: DHET94/08/2019
Re-advertised and candidates who had previously applied may re-apply

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Eastern Cape Regional Office

REQUIREMENTS: An appropriate Bachelor’s degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Community Education and Training. A postgraduate degree in Education (NQF Level 8) will be an added advantage. At least of 5 years proven experience at middle/senior management level is essential. Consideration will be given to candidates with proven senior managerial experience of working in the Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES: Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public CET College on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS: Forward your application to this email address: DHET94082020@dhet.gov.za

NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/141: DIRECTOR: CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET103/08/2020
These Posts Are Based At DHET Regional Offices

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

CENTRE: Pietermaritzburg

REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years’ work experience in Community Education and Training. A postgraduate degree in Education will be an added advantage. At least of 5 years proven experience at middle/senior management level is essential. Consideration will be given to candidates with proven senior managerial experience of working in the Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Skills requirements: are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.
DUTIES: The successful candidate will be reporting to the Regional Manager: KwaZulu-Natal Regional Office; will be managing the implementing curriculum and institutional support in the Region; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET Colleges; Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public CET College on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET103082020@dhet.gov.za

NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/142: DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET116/08/2020

These posts are based at Dhet Regional Offices

Directorate: Technical and Vocational Education and Training (TVET)

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

CENTRE: Polokwane

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least a minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES: The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and
learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes, provide support to the public TVET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS:
Forward your application to this email address: DHET116082020@dhet.gov.za

NOTE:
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/143:
DUTIES:

DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET117/06/2020
Limpopo Regional Office
Directorate: Community Education and Training (CET)

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

CENTRE:
Polokwane

REQUIREMENTS:
An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least a minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Community Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET College; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support; including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public CET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS.
Ensure compliance with Public Service Regulations and all administrative matters.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS: Forward your application to this email address: DHET117082020@dhet.gov.za
NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/144: DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET132/08/2020
Directorate: Community Education and Training (CET)

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Nelspruit
REQUIREMENTS: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least a minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Community Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES: The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET College; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public CET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.Disclaimer.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.
APPLICATIONS: Forward your application to this email address: DHET132082020@dhet.gov.za
NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
POST 21/145: DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT
REF NO: DHET133/08/2020
Directorate: Technical and Vocational Education and Training (TVET)

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: North West – Mmabatho
REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years’ work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least a minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES: The successful candidate will be reporting to the Regional Manager in the Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public TVET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET133082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/146: DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT
REF NO: DHET137/08/2020
Directorate: Community Education and Training (CET)

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Western Cape / Northern Cape Regional Offices
REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years’ work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least a minimum of 5 years proven experience at middle/senior management level. Consideration will be given to
candidates with proven senior managerial experience of working in the Community Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

**DUTIES**

The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET College; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public CET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET137082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**OTHER POSTS**

**POST 21/147**

DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) (X4 POSTS)

Branch: Technical and Vocational Education and Training

**SALARY**

R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

**CENTRE**

Buffalo City TVET College: Ref No: DHET08/08/2020
Lephalale TVET College: Ref No: DHET09/08/2020
Taletso TVET College: Ref No: DHET10/08/2020
Ehlanzeni TVET College: Ref No: DHET11/08/2020

**REQUIREMENTS**

An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior management level. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks on governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan
strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver’s license and willingness to travel. 

DUTIES
Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College’s Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College’s assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College. 

APPLICATIONS
Buffalo City TVET College: Forward your application to this email address: DHET08082020@dhet.gov.za
Lephalale TVET College: Forward your application to this email address: DHET09082020@dhet.gov.za
Teletso TVET College: Forward your application to this email address: DHET10082020@dhet.gov.za
Ehlanzeni TVET College: Forward your application to this email address: DHET11082020@dhet.gov.za

NOTE
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
all programmes involving assessment; Ensure current examination regulations and conventions are adhered to; Oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Buffalo City TVET: Forward your application to this email address: DHET12082020@dhet.gov.za

East Cape Midlands TVET College: Forward your application to this email address: DHET13082020@dhet.gov.za

Lovedale TVET College: Forward your application to this email address: DHET14082020@dhet.gov.za

Port Elizabeth TVET College: Forward your application to this email address: DHET15082020@dhet.gov.za

NOTE : Disclaimer: considering restrictions on travel during phases 5 to 2 of lockdown, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/149 : DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X6 POSTS)

Branch: Technical and Vocational Education and Training

SALARY : R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

CENTRE : Falsebay TVET College: Ref No: DHET16/08/2020

East Cape Midlands TVET College: REF NO: DHET17/08/2020

Lephalale TVET College: Ref No: DHET18/08/2020

Elengeni TVET College: Ref No: DHET19/08/2020

Gert Sibande TVET College: Ref No: DHET21/08/2020

Vuselela TVET College: Ref No: DHET22/08/2020

REQUIREMENTS : An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years’ work experience in education and training environment. At least 5 years’ experience on a junior management level. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver’s license and willingness to travel.

DUTIES : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and
Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

ENQUIRIES:
- Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS:
- Falsebay TVET College: Forward your application to this email address: DHET16082020@dhet.gov.za
- East Cape Midlands TVET College: Forward your application to this email address: DHET17082020@dhet.gov.za
- Lephalale TVET College: Forward your application to this email address: DHET18082020@dhet.gov.za
- Elangeni TVET College: Forward your application to this email address: DHET19082020@dhet.gov.za
- Gert Sibande TVET College: Forward your application to this email address: DHET20082020@dhet.gov.za
- Vuselela TVET College: Forward your application to this email address: DHET22082020@dhet.gov.za

NOTE:
Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/150:
DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X5 POSTS)

SALARY:
R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

CENTRE:
- Northlink TVET College: Ref No: DHET23/08/2020
- Port Elizabeth TVET College: Ref No: DHET24/08/2020
- Ikhala TVET College: Ref No: DHET25/08/2020
- Maluti TVET College: Ref No: DHET26/08/2020
- College Of Cape Town: Ref No: DHET27/08/2020

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/Advanced Diploma (NQF level 7) in Accounting or Financial Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in an overall financial management and reporting role. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public or TVET Sector will be an advantage. A valid driver’s licence and willingness to travel.

DUTIES:
Assisting the Principal (Accounting Officer) and Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution’s controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the development and finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with quality assurance providers.

ENQUIRIES:
- Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442

APPLICATIONS:
- Northlink TVET College: Forward your application to this email address: DHET23082020@dhet.gov.za
- Port Elizabeth TVET College: Forward your application to this email address: DHET24082020@dhet.gov.za
- Ikhala TVET College: Forward your application to this email address: DHET25082020@dhet.gov.za
Maluti TVET College
Forward your application to this email address: DHET26082020@dhet.gov.za

College of Cape Town: Forward your application to this email address: DHET27082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/151
DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET35/08/2020
Branch: Community Education and Training
Re-advertised and candidates who had previously applied may re-apply

SALARY: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
CENTRE: Post is based in Technical and Vocational Education and Training (TVET) College (Free State CET College)
REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years’ work experience in education and training environment. At least 5 years management experience. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver’s licence and willingness to travel.

DUTIES: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET35082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
POST 21/152: DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET36/08/2020
Branch: Community Education and Training
Re-advertised and candidates who had previously applied may re-apply

SALARY: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
CENTRE: Post is based in a Technical and Vocational Education and Training (TVET) College (Western Cape CET College)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced Diploma (NQF level 7) in Accounting or Financial Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in an overall financial management and reporting role. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public or CET Sector will be an advantage. A valid driver’s licence and willingness to travel.

DUTIES: Assisting the Principal (Accounting Officer) and Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution’s controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistical and management information systems; Managing the development and finalisation of interim and annual financial statements and reviewing thereof; and Regularly monitoring the institution’s controls over financial and logistical systems and their procedures in order to protect the integrity of financial information.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS: Forward your application to this email address: DHET36082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/153: DEPUTY DIRECTOR: TEACHING AND LEARNING SUPPORT KWAZULU-NATAL REGIONAL OFFICE REF NO: DHET104/05/2020
Directorate: CET: Curriculum And Institutional Support

SALARY: R869 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pietermaritzburg (Kwazulu-Natal Regional Office)

REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years’ work experience in Community Education and Training or in the PSET Sector environment. At least 3 years’ experience at junior/middle management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in interpretation, development and implementation of policies. Skills requirements: are good and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Good project management and communication skills, including proposal and report writing; understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players; and good computer skills. A valid driver’s license and willingness to travel.

DUTIES: The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensure the CET curriculum Development and support for the CET Colleges; Provide CET institutional Planning; Provide
The successful candidate will be responsible for implementing curriculum and institutional support in the Region; Ensure the CET curriculum development and support for the CET Colleges; Provide CET institutional Planning; Provide advice and guidance on formal and non-formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation on appropriate for data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Co-ordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting and management of staff within the line function.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS
Forward your application to this email address: DHET118/08/2020@dhet.gov.za

NOTE
Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/154
DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT
REF NO: DHET118/08/2020
Directorate: CET Curriculum and Institutional Support

SALARY
R869 007 per annum (Level 12) (all-inclusive remuneration package)

CENTRE
Polokwane (Limpopo Regional Office)

REQUIREMENTS
An appropriate Bachelor’s Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years’ work experience in Community Education and Training or in the PSET Sector environment. At least 3 years’ experience at junior/middle management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in interpretation, development and implementation of policies. Skills requirements: are good and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Good project management and communication skills, including proposal and report writing; understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players; and good computer skills. A valid driver’s license and willingness to travel.

DUTIES
The successful candidate will be responsible for implementing curriculum and institutional support in the Region; Ensure the CET curriculum development and support for the CET Colleges; Provide CET institutional Planning; Provide advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation on appropriate for data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Co-ordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting and management of staff within the line function.
ENQUIRIES  : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATONS  : Forward your application to this email address: DHET118082020@dhet.gov.za
NOTE  : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/155  : DEPUTY DIRECTOR REF NO: DHET53/08/2020
Branch: Corporate Services
Directorate: Collective Bargaining

SALARY  : R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
CENTRE  : Pretoria
REQUIREMENTS  : An appropriate Bachelor's Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Labour Relations/Human Resource Management/Labour Law. A minimum of 5 years’ experience in the Labour Relations related fields’ environment with at least 3 years in the junior/ middle management level. Extensive experience in Collective Bargaining in a Public Service. In depth knowledge of dispute resolution process / procedure in the PSBCBC, GPSSBC, ELRC. Extensive experience in Collective Bargaining in the Public Service will be an added advantage. Extensive experience in dealing with grievances, initiating and chairing disciplinary hearing, representing the employer in Conciliation/Arbitration hearings and dealing with issues referred to Labour Court will be an added advantage. Knowledge and understanding of Labour Relations, Human Resource Management, Public Service prescripts and Collective Agreements. Required Skills: Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES  : The successful candidate will be reporting to the Director: Collective Bargaining will be responsible to manage negotiation of employment for departmental employees in the Collective Bargaining Chamber, Maintain labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Manage the implementation of labour relations process and guidelines; monitor compliance of labour organisations and manage and regulate the registration of labour organisations; Facilitate the collective bargaining process; Responsible for implementation of collective agreements between the Department and its recognised trade unions; Improve relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining; Conduct research on collective bargaining trends and to advise the Department on collective bargaining matters and labour relations developments particularly where policy and procedural changes may be required; Assist in negotiating collective bargaining agreements with the recognised trade unions; Ensure effective management and coordination of strike action; Manage and advise the Department on procedures to be followed during strike action; Assist in development of labour relations policies and manuals; Ensure line managers are effectively trained in handling labour relations matters; Facilitate and maintain labour relations service level agreements with internal and external stakeholders and represent the Department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES  : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATONS  : Forward your application to this email address: DHET53082020@dhet.gov.za
NOTE  : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
POST 21/156  :  DEPUTY DIRECTOR REF NO: DHET54/08/2020
Branch: Corporate Services
Directorate: Human Resource Administrations and Systems Control

SALARY  :  R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
CENTRE  :  Pretoria
REQUIREMENTS  :  An appropriate Bachelor’s Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Human Resource Management/Public Management/Administration. A minimum of 5 years’ experience in the Human Resource Management related environment with at least 3 years in the junior/middle management level. Extensive knowledge of PERSAL and BAS systems; Good understanding of legal frameworks applicable to the Public Service. Good analytical skills, Presentation and Training skills, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES  :  The successful candidate will be reporting to the Director: Human Resource Administration and System Control: will be responsible to provide leadership in the sub-directorate HR System and Establishment Control; Maintain and monitor the maintenance of HR Systems and Establishment Control; Administer the establishment control and PERSAL transactions; Facilitate and provide PERSAL trainings and registration of PERSAL users; Ensure the implementation of Persal user profiles; Manage the management allocation of PERSAL functions, link between users, functional teams and technical maintenance teams in the entire Department including the Regions (CET& TVET Colleges); Communicate the PERSAL system messages to the users assist resolving system problems for the users; Ensure that all posts are linked to BAS codes; Responsible for the registration of departmental SCC’s; Liaise with National Treasury on the issues of PERSAL systems and advise the Department on the new PERSAL system developments and transactions; Ensure that components, sub-components and sub-structure information is updated; Ensure the implementation of staff establishment and ensure that PERSAL data is up to date; Obtain and produce monthly establishment statistics and reports; Analyse the establishment control and expenditure report on PERSAL to ensure up to date information; Ensure that the Organisational structure that appears on PERSAL system is in line with approved Organisation structure; Provide advisory and stakeholder support; Assist with audit sample request and participate in responding to the internal and external audit matters.

ENQUIRIES  :  Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS  :  Forward your application to this email address: DHET54082020@dhet.gov.za
NOTE  :  Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/157  :  DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET55/08/2020
Branch: Corporate Services
Directorate: Human Resources Development and Performance Management

SALARY  :  R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
CENTRE  :  Pretoria
REQUIREMENTS  :  An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management. Human Resources Management. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 3 to 5 years’ relevant work experience in Performance Management environment with at least 3 years’ experience on a junior management level. An extensive experience in the development and implementation of policies and strategies on PMDS and IQMS. Knowledge of PMDS legislation and directives as well as IQMS framework. An understanding of the Chapter 4, SMS Handbook. Understanding of the Skills Development Act and the HRD environment. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act and Public Financial Management Act. An understanding
of the Department of Higher Education and Training’s strategic vision and priorities. Experience in managing resources and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver’s license.

**DUTIES**

Provide strategic leadership in the areas of performance management and development, manage and support effective and efficient implementation of Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Provide technical advice and guidance on PMDS and IQMS. Provide reports, statistics and feedback on the application of PMDS and IQMS. Develop, review, align and maintain policies and guidelines relating to PMDS and IQMS. Provide workshops and training on PMDS and IQMS. Development and implementation of best practice policies.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET55082020@dhet.gov.za

**NOTE**

Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/158**

**DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY**

**REF NO:** DHET56/08/2020

Branch: Corporate Services

Directorate: Employee Health and Wellness Programmes

**SALARY**

R733 257 per annum (Level 11) (All-inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognized Bachelor’s Degree on NQF level 7 in either Occupational Health & Safety / Environmental / Risk / Quality/Operations Management or equivalent relevant qualification with extensive relevant experience in an operational compliance management function in any of the above areas of specialization; Proven experience and knowledge in either of OHSAS 18001 / ISO 14001 / ISO 9001 / ISO 31000 standards; Experience in policy development, strategic management, leadership skills, analysis and reporting; Knowledge and experience in implementation of OHSA Act, COIDA and other relevant legislation; Good communication skills (both verbal and written) with experience in stakeholder engagement; Experience in project management and relevant safety aspects. Experience in financial management and related legislation within the public sector; A valid driver’s license is essential.

**DUTIES**

Develop and manage environmental safety and health strategies, policies and procedures. Prepare operational OHS risk assessments and develop standard operating procedures; Provide accurate and clear interpretation of Health & Safety legislation and codes of practice; Identify potential environmental, health and safety emergencies and specify the applicable response actions in accordance with the relevant standard operation procedure to minimize the impact on the environment and human health and safety; Develop systems to ensure all employees comply with all relevant legal safety requirements and recording of incidents, accidents and near misses; Identify safety training needs and co-ordinate safety training courses Analyse reports, surveys, audits to develop policies and performance standards; Liaise Regions and Colleges to ensure compliance with safety regulations and adherence to safety standards, including basic safety induction training. Manage the PPE store; Maintain. Manage financial resources and ensure compliance to the PFMA etc.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET56082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
POST 21/159: DEPUTY DIRECTOR REF NO: DHET57/08/2020
Branch: Corporate Services
Chief Directorate: Information Technology and Business Systems Management
Directorate: Human Resource Records Management

SALARY: R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE: Pretoria
REQUIREMENTS:
An appropriate Bachelor Degree/Advanced Diploma (NQF7) in Records Management/Archives, Public Management or equivalent qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in Human Resource Records Management environment with at least 3 to 5 years ‘experience at junior/middle management level. Knowledge and understanding of the Records Management/ Archiving Services. Theoretical knowledge of Data Protection and Freedom on Information Legislation. Knowledge of electronic of Record Management and digital preservation issues. Knowledge of public service legislations and regulations is essential. Communication Skills, excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Experience in people’s management and client oriented focus. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver’s license and willingness to travel.

DUTIES:
The successful candidate will be responsible for the following duties: Establish and maintain Human Resource records for Head Office; Ensure the management of HR Records Management and Registry Services and production services; Ensure the rendering of the effective, efficient records and archiving services; Monitor the smooth running of paper based and electronic record system; Ensure compliance of Departmental file plan and policies; Maintain the departmental records according to relevant prescripts and ensure disposal; Ensure the management of the daily duties at registry which include among other things; opening and closing of files; Manage the record of all remittance and registered mail in the respective registers; Manage the distribution of internal correspondence to other institutions; Establish and maintain HR records for TVET and CET Colleges; Facilitate records management workshops; Drafting of circulars to provide awareness on the importance of filling and guide the staff to ensure compliance on the usage of the General Registry. Ensure proper records management and documents tracking; Monthly reporting requirements and provide analysis of records manually and electronically; Maintain safety and confidentiality of documents; ensure that all documents are well kept and access is strictly for relevant personnel; Ensure that incoming and outgoing files are recorded; Supervision of staff and manage their performance and development; Capacitate line functions staff to gain shared access to the database (read-only status); Retrieve documents when required and coordinate the movement of documents and files.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS:
Forward your application to this email address: DHET57082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/160: DEPUTY DIRECTOR REF NO: DHET58/08/2020
Branch: Corporate Services
Chief Directorate: Information Technology and Business Systems Management
Directorate: General Records Management

SALARY: R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE: Pretoria
REQUIREMENTS:
An appropriate Bachelor Degree/Advanced Diploma (NQF7) in Records Management/Archives, Public Management or equivalent qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage.
A minimum 5 to 10 years’ relevant work experience in General Records Management environment with at least 3 to 5 years ‘experience at junior/middle management level. Knowledge and understanding of the General Records Management/ Archiving Services. Theoretical knowledge of Data Protection and Freedom on Information Legislation. Knowledge of electronic of Record Management and digital preservation issues. Communication Skills, excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Experience in people’s management and client oriented focus. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver’s license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following duties: Ensure the management of General Records Management and Registry Services and production services; Ensure the rendering of the effective, efficient records and archiving services; Monitor the smooth running of paper based and electronic record system; Ensure compliance of Departmental file plan and policies; Maintain the departmental records according to relevant prescripts and ensure disposal; Ensure the management of the daily duties at registry which include among other things; opening and closing of files; Manage the records of all remittance and registered mail in the respective registers; Manage the distribution of internal correspondence to other institutions; Fulfil monthly reporting requirements and provide analysis of records manually and electronically; Maintain safety and confidentiality of documents; ensure that all documents are well kept and access is strictly for relevant personnel; Ensure that incoming and outgoing files are recorded; Supervision of staff and manage their performance and development; Facilitate records management workshops; Drafting of circulars to provide awareness on the importance of filling and guide the staff to ensure compliance on the usage of the General Registry. Capacitate line functions staff to gain shared access to the database (read-only status); Retrieve documents when required and coordinate the movement of documents and files.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS : Forward your application to this email address: DHET58082020@dhet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/161 : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET95/08/2020

CENTRE : Eastern Cape Regional Office

REQUIREMENTS : An appropriate Bachelor’s Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior/middle management level. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). Excellent verbal and written communication skills. A valid driver’s license and willingness to travel.

DUTIES : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan.
Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the Regional office.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET95082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/162 : DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET119/08/2020
Directorate: Corporate Services
SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Polokwane
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior/middle management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). Excellent verbal and written communication skills. A valid driver's license and willingness to travel.

DUTIES : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the Regional office.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET119082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
**POST 21/163**

**DEPUTY DIRECTOR: CORPORATE SERVICES**

**REF NO:** DHET134/08/2020

Directorate: Corporate Services

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

**CENTRE:** Mpumalanga-North West Regional Office

**REQUIREMENTS:** An appropriate Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior/middle management level. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). Excellent verbal and written communication skills. A valid driver’s license and willingness to travel.

**DUTIES:** Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the Regional office.

**ENQUIRIES:** Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS:** Forward your application to this email address: DHET134082020@dhet.gov.za

**NOTE:** Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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**POST 21/164**

**DEPUTY DIRECTOR REF NO:** DHET138/08/2020

Directorate: Corporate Services

Sub-Directorate: Corporate Services

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

**CENTRE:** Cape Town/Kimberley (Western Cape Regional Office)

**REQUIREMENTS:** An appropriate Bachelor’s Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years’ relevant work experience in corporate services with at least 5 years’ experience on a junior/middle management level. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). Excellent verbal and written communication skills. A valid driver’s license and willingness to travel.

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verbal and written communication skills. A valid driver’s license and willingness to travel.

**DUTIES**

Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversees the maintenance of a proper climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversees the maintenance of labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversees the proper and effective management of the Regional Office assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College.

Responsible for communication and marketing for the Regional office.

**ENQUIRIES**

Mr P Mtshali 0 Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 012 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET138082020@dhet.gov.za

**NOTE**

Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/165**

ASSISTANT DIRECTOR: PARLIAMENTARY LIAISON OFFICER (PLO) IN THE OFFICE OF THE DIRECTOR-GENERAL (PRETORIA/CAPE TOWN)

**REF NO:** DHET83/08/2020

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma (NQF level 6) in Public Management, Office Management or an equivalent qualification. 3-5 years’ experience in the Parliamentary environment / administration in the office of an executive authority. Thorough knowledge of the interaction between Departments and Parliament. Understanding of the mandate and functional areas covered by the executing authority’s portfolio. Knowledge of political, Cabinet and Parliamentary Legislative processes in South Africa. Knowledge of Minimum Information Security Standards (MISS) and understanding of the Department. Strong organisational abilities and analytical skills. Excellent communication skills (verbal and written). Good report writing skills. Computer literacy (proficiency in MS Word, Outlook, PowerPoint – ability to draft or edit PowerPoint presentations). Sound interpersonal skills. High levels of reliability, confidentiality and diplomacy and Managerial skills. Professional; Able to deal with people from a wide range of backgrounds and levels of seniority; Committed and Loyal.

**DUTIES**

Coordinate Parliamentary Questions: Receive question papers for oral and written replies from Parliament; Identify questions relevant/directed to the Department; Send questions to the relevant branches with an indication of due dates for submitting responses to the Office of the DG; Create a table on the status of questions for tracking purposes, both outstanding and tabled questions; Receive responses form branches, edit and print, copy, scan and submit the response to Ministry; Update the table for reporting in Senior Management meetings. Coordinate Parliamentary Committee meetings: Receive a list of parliamentary committee and oversight visits; Create a draft timetable of committee meetings including oversight visits with due dates for submitting presentations; Receive the presentation, edit where possible before sending them to the DG for approval and approved versions sent to Ministry / Parliament; Coordinate the attendance of Departmental / delegations at Parliamentary meetings legislation briefings and oversight visits etc.; Attend Parliamentary Committee meetings and oversight visits and compile reports where applicable; Send the tabulated responses to Communications for updating DHET website. Support the DG in parliamentary work: Receive announcements, Tablings and Committee Reports daily and identify issues that affect the Department; Send to the branches and request inputs in responding to the recommendations made; Compile the inputs received from branches and edit where possible; Prepare Ministerial submissions to table the
responses; Process correspondents from Parliament that comes through the Office of the DG; Send to the relevant branches for consideration. Assist on Cabinet matters: Receive read Cabinet documents and identify issues that affects the Department, Memorandum, Agenda and Minutes; Ensure that Cabinet documents are kept in secure place, and Prepare files for the DG when attending Cabinet Lekgotla. Provide supervisory role to the Senior Administrative Clerk.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
APPLICATIONS: Forward your application to this email address: DHET83082020@dhet.gov.za
NOTE: Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/166: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DHET37/08/2020
Branch: Community Education and Training
Eastern Cape CET College

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s degree/National Diploma (NQF level 6 or equivalent qualification in Human Resource Management/Public Administration at least five (5) years relevant experience in Administration and office management, Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license and willingness to travel.

DUTIES: Ensure effective document management and correspondence flow within the CET College, Establish and implement effective records and document management system in the office of the CET College, Render Administrative/executive support services to the office of the Principal, Oversee Administration of the office of the CET College, Manage and oversee logistics within the office of the CET College, Manage the budget in the office of the CET College, Compile and collate College statutory reports, Manage the resources in the office of the CET College General: Physical, financial and Human Resource, Coordinating responses to and submissions and reports on, all requested for information, Establish and implement effective decision and submission tracking systems, Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the CET College and Coordinate reports/presentations to all forums attended by the office of the CET College.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
APPLICATIONS: Forward your application to this email address: DHET37082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/167: ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DHET59/08/2020
Branch: Corporate Services
Directorate: Employee Health and Wellness Programmes

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree or National Diploma (NQF level 6) in Social Sciences / Psychology or equivalent qualification. A minimum of 3-5 years’ experience in the Labour Relations related fields’ environment with at least 3 years’ experience at supervisory level in Employee Health and Wellness Programmes, (SHERQ) and Occupational Health and Safety (OHS) environment. Sound knowledge of the health and safety practices and policies. Knowledge of Occupational Health and Safety Act and Regulations.
Understanding and knowledge of fire control system and facilities management. Knowledge of Immovable Asset Management Act. Ability to maintain confidentiality; Effective judgement and good decision making skills, including the ability to negotiate, counsel, advise and influence managers; Ability to objectively coach managers and employees through complex, difficult and emotional issues; Good customer service, verbal and written communication and organisational skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills; Core Competencies: Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES:
The successful candidate will be reporting to the Deputy Director: Occupational Health and Safety: will be responsible for implementing the OHS policies and procedures and conduct safety inspections and observations; Ensure the development, implementation and policies related to SHERQ and OHS; Conduct safety audits both internal and external; Assist with development of safety and health policies and guidelines in line with relevant prescripts and develop the Colleges emergency evacuation policy; Identify potential health and safety hazards; Schedule and chair OHS Meetings; Ensure the maintenance of the buildings and premises; Compile maintenance plan regarding machinery, tools and equipment; Ensure provision of office accommodation and parking services; Optimize the utilization of space in building and land; Responsible for optimal space planning and full building maintenance; Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management; Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management; Identify potential risk hazards in the building; Investigate health and safety related complaints; Ensure Occupational Health and Safety function through the development of educational programmes, design of safety programmes, create and maintaining of safety forms; Develop educational programmes and guidelines to shape the safety attitudes, behaviours and consequences for employees (and indirectly student) and all level of management; Ensure designs of safety programs, creating and maintaining safety forms; Ensure compliance with Occupational Health and Safety standards; Maintain a safe and healthy environment for work and study. Responsible for human resource and other resources of the Unit.

APPLICATIONS:
Forward your application to this email address: DHET59082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/168:
ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION
REF NO: DHET60/08/2020 (2 POSTS)
Chief Directorate: Human Resources Management and Development
Sub Directorate: Change Management and Transformation

REQUIREMENTS:
An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Industrial Psychology/ Organisational Development/ Social Science/Management Services/Human Resources (NQF level 6). A minimum of 1-2 years’ work experience in Change Management/ Organizational Development environment and/ Transformation is required. Knowledge and understanding of organizational culture and human behavior, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Knowledge of and experience in organizational culture interventions, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills and Project Management.

DUTIES:
Develop a change management, organisational development strategy to support the culture realignment strategy. Design and implement change management initiatives (culture, behaviour, systems, organisational climate
assessment. Develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assess projects in order to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Support the implementation and delivery of Operations Management Framework in the Department. Develop and implement Service Delivery Improvement Plan for the Department. Support the implementation of Batho Pele principles programmes in the Department. Conduct Business Process Mapping Ensure the mainstreaming of Gender and Disability in the Department. Coordinate and implement the Public Service Women Management week including monitoring of the Head of Department (HOD) 8 principles action plan. Facilitate the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department’s and Government’s transformation goals. Respond to Government’s legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS:
Forward your application to this email address: DHET60082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/169:
ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION
REF NO: DHET86/08/2020
Directorate: Ethics and Integrity Management

SALARY:
R376 596 per annum (Level 09)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Law/Criminal justice, Economic Crimes Commerce/Fraud Management or equivalent qualification dealing with criminal investigations and forensic investigations. A minimum of 5 years’ relevant experience in anti-corruption and fraud prevention with at least 3 work experience at supervisory level on policing or forensic investigations. Knowledge and understanding of Public Service, anti-fraud and anti-corruption policies and strategies; Knowledge in forensic investigations, Case Management and Trends Analysis. Understanding of legislation administered by the Department such as Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, the Public Service Anti-Corruption Strategy. Ability to maintain confidentiality and to work independently on sensitive issues. Excellent understanding of Government prescripts in relation to the financial management and supply chain processes. Research and facilitation skills and communication skills (Verbal & Written). Planning and organizing, relationship management skills, analytical and thinking skills. Time Management, Conflict Management, Analytical and investigation skills, Communication (verbal & written), Computer literacy, Presentation Skills competencies: Interpersonal skills; Ability to work under pressure. The candidate will be subjected to security vetting. A valid driver’s license and willingness to travel extensively are essential.

DUTIES:
The successful candidate will be reporting to the Deputy Director: Anti-Fraud Prevention: will be responsible for implementing the anti-corruption and fraud prevention policies and procedures; Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and assist in the implementation of anti-fraud and corruption initiatives. Reviews internal processes and recommends control to strengthen risk management for the Department; Gather and analyse information obtained during investigations. Monitor and Evaluate complaints received by the Department. Recommends additional control or oversight to mitigate risk; maintain accurate and detailed fraud cases files; Analyse records of previous fraud cases to inform program controls; Assist with compiling reports and undertaking internal audits as required; Draft submissions, memoranda and letters emanating from investigations. Facilitate training for staff and key stakeholders in financial processes; Produce quarterly reports on the outcome of the investigations. Manage resources (human, financial and assets) in compliance with PFMA and other relevant frameworks and Provide
support to the Directorate through participation in office management related
tasks.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET86082020@dhet.gov.za

NOTE: Disclaimer: considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/170: ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION

REF NO: DHET87/08/2020

Directorate: Anti-Corruption and Fraud Prevention

SALARY: R376 596 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Commerce/Law or equivalent qualification dealing with criminal investigations and forensic investigations. A minimum of 5 years’ relevant experience in an Ethics Management and Audit environment with at least 3 work experience at supervisory level. Knowledge of government procedures and practices, Ethics Management Principles and Practices and Investigations. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations. Ability to maintain confidentiality and to work independently on sensitive issues. Good understanding of Government prescripts in relation to the financial management and supply chain processes. Good investigations, research and facilitation skills on ethics. Communication skills (Verbal & Written), Planning and organizing, relationship management skills, analytical and thinking skills. Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Willingness to work irregular hours and travel extensively. A valid drivers’ licence is essential.

DUTIES: The successful candidate will be reporting to the Deputy Director: Occupational Health and Safety: will be responsible for implementing the Provide inputs into the Ethics and Integrity Management. Facilitate Financial Disclosures, Remunerative Work Applications for each Business Unit and update the register quarterly. Obtain evidence for control assessments and progress on action plans on a monthly basis. Conduct Integrity tests for staff. Facilitate and co-ordinate all ethics and integrity training and awareness sessions. Follow-up on internal and external ethical and integrity violations. Report writing skills. Conduct presentations. Assist with compiling reports and undertaking internal audits as required; Draft submissions, memoranda and letters emanating from investigations. Facilitate training for staff and key stakeholders in financial processes; Produce quarterly reports on the outcome of the investigations. Manage resources (human, financial and assets) in compliance with PFMA and other relevant frameworks and Provide support to the Directorate through participation in office management related tasks.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET87/08/2020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/171: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

REF NO: DHET120/08/2020

Directorate: Limpopo Regional Office
Sub-Directorate: Corporate Services

SALARY: R376 596 per annum (Level 09)

CENTRE: Polokwane

REQUIREMENTS: An appropriate Bachelor’s degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. At least 5 years relevant experience in Human Resource Administration and office management. A minimum of 2-3 years supervisory experience in Human Resource Management environment. Knowledge of Public Service Act, Employment of
Educators Act, and Labour Relations Act. Must be able to understand and interpret prescripts and policies. Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license and willingness to travel.

**DUTIES**

Ensure effective document management and correspondence flow within the Regional Office. Establish and implement effective records and document management system in the office of the Regional Office. Oversee Administration of the office of the Region. Manage and oversee logistics within the office of the Region. Manage the budget in the office of Region. Compile and collate College statutory reports. Manage the resources in the office of the Regional Office: Physical, financial and Human Resource. Coordinating responses to and submissions and reports on, all requested for information. Establish and implement effective decision and submission tracking systems. Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the Regional Office and Coordinate reports/presentations to all forums attended by the office of the Regional Office.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET120082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/172**

**SENIOR PRACTITIONER: CHANGE MANAGEMENT AND TRANSFORMATION REF NO: DHET61/08/2020 (X2 POSTS)**

Directorate: Human Resource Management and Development

Sub Directorate: Change Management and Transformation

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Industrial Psychology/Organizational Development/Public Administration/Management Services/ Human Resource Management (NQF level 6). A minimum of 1-2 years’ experience in Change Management/Organisational Development / Transformation environment is required. Knowledge and understanding of organisational culture and human behavior, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills and Project Management skills.

**DUTIES**

Provide support in the development of change management initiatives (culture, behaviour, systems, organisational climate assessment). Participate in project teams to integrate change management activities into the overall project plans. Provide support in the implementation and delivery of Operations Management Framework in the Department. Provide support in the implementation of Batho Pele Principles programmes in the Department. Participate and provide support in the development of Service Delivery Model for the Department. Participate in the mainstreaming and implementation of transformation programmes in the Department. Provide support in the development and co-ordination campaigns on sector transformation and gender mainstreaming. Render general administrative support to the unit.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET61082020@dhet.gov.za

**NOTE**

Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
POST 21/173 : SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT) REF NO: DHET62/08/2020
Directorate: Human Resource Management and Development
Sub Directorate: Organisational Development

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A recognised Bachelor's Degree/National Diploma (Level 6) in Management Services/Organisational Development/Human Resource Management (NQF level 6). A minimum of 1-2 years relevant experience in Organisational Design and Job Evaluation environment is required. Thorough knowledge and understanding of applicable HR legislations (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational Design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. Job Evaluation Certificate and a valid drivers' licence will be an advantage.

DUTIES : Provision of Organisational Design and Development Processes. Conducting of Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET) and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting of work-study investigation for the Department (Head Office, TVET and CET. Rendering of general support services to the component. Management of all human, financial and other resources of the unit, including mentoring of interns.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET62082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/174 : SENIOR LABOUR RELATIONS PRACTITIONER: GRIEVANCES REF NO: DHET63/08/2020 (X2 POSTS)
Branch: Corporate Services
Directorate: Labour Relations

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A recognized Bachelor's Degree/ National Diploma (NQF Level 6) with majors in Industrial Relations/Human Resource Management (NQF level 6). A minimum of 3 years of work experience within a Labour Relations portfolio. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain is required. Demonstrable experience in project management and LR processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Be prepared to work beyond the normal working hours when the need arise. Excellent good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as valid light vehicle driver's licence.

DUTIES : The incumbent will investigate issues regarding grievances, and incapacity in the Department Technical Vocational and Training (TVET), Continuing Education Technical (CET) Colleges. Provide advice on Labour Relations policies and procedures to managers and employees in the Department, TVET and CET Colleges. Open files and capture grievances received. Arrange logistics for Labour Relations meetings. Take minutes during the Employee Relations meetings. Keep track of pending grievances Capture grievances on PERSAL. Prepare Labour Relations Statistics on a monthly, quarterly, bi-annual and annual basis Send Labour Relations reports to the Director-General, Office of the Public Service Commission and Department of Public Service Administration. Provide guidance and build organisational capacity relating to labour relations policies and practices. Accurately update the grievances case management system and keep meticulous all grievances registered for audit purposes. Competently represent the Department at the
external dispute resolution forums. Supervision of personnel. Compile reports as required. Conduct legal research.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET63082020@dhet.gov.za

NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/175 : SENIOR APPLICATION DEVELOPER REF NO: DHET64/08/2020
Chief Directorate: Information Technology and Business Systems Management
Directorate: Applications Development and Management

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in IT and/or Software Development, to work within an IT environment. A minimum 3 years’ experience in developing and supporting applications, ECM solutions experience, applying web usability and quality principles, database management including experience in mobile technology is required. Experience in and knowledge of Web-based languages – HTML, CSS ASP.net, VB.net as well as programming languages - C#, JavaScript and Content Management Solutions e.g.; SharePoint, Joomla , Drupal and WordPress. Visual Studio, Adobe Suite, Adobe Acrobat and SQL database experience. Excellent understanding of W3 technologies. Creative •Attention to detail. The ability to work independently, fast and accurately. The ability to meet deadlines Initiative Experience in open source software packages or languages and ISS knowledge as well as demonstrated experience with object-oriented analysis and design (OOAD) will be advantageous.

DUTIES : Develop and oversee SDLC policies and guidelines, processes and standards and ensure that all applications conform to these standard and guidelines. Conduct feasibility studies and costing of new applications to be developed. Develop application software and ensure software licensing administration and management. Design and manage databases. Develop Business Intelligence (BI) mechanisms and application integration. Install SharePoint solution language pack for BI indexing. Install and configure the BI Indexing connector. Develop, maintain, support and prepare farm servers; Configure diagnostic logging, usage and data collection. Creating and manage SharePoint farms. Configure settings, services, solutions and sites.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET64082020@dhet.gov.za

NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/176 : CHIEF PERSONNEL OFFICER REF NO: DHET65/08/2020 (X2 POSTS)
Branch: Corporate Services
Directorate: Human Resources Administration and Systems Control
Sub-Directorate: Conditions of Services and Benefits

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s Degree/ National Diploma (NQF Level 6) in Human Resource Management/Public Administration or equivalent qualification. A minimum of 3 years’ work experience in Human Resource Administration is required. Experience in the appointment and conditions of service of Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good communication skills with a high proficiency in writing. Good analytical skills and report writing skills. Advanced level of computer literacy (Ms Word, Excel, and Outlook). Ability to work under
pressure and willingness to work extended hours when required. A valid driver’s license will be an added advantage and willingness to travel.

**DUTIES**

To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers both verbally, written and presentations. Must be able to train, mentor and evaluate subordinates. Communicate in a professional level with staff both personally and telephonically.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET65082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/177**

CHIEF PERSONNEL OFFICER: HR SYSTEM AND ESTABLISHMENT CONTROL REF NO: DHET66/07/2020

Branch: Corporate Services
Directorate: Human Resources Administration and Systems Control

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Human Resource Management/ Public Management or equivalent qualification. A minimum of 3 years working experience as an establishment controller. A certificate in Establishment control and Personnel Administration. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good planning, organisational, presentation, report writing skills, problem solving skills, analytical skills and client oriented and Computer Literacy. Knowledge of the relationship between PERSAL and BAS system will be an added advantage. A valid driver’s licence is required.

**DUTIES**

Administer and Implement establishment matters on PERSAL and manually. Attend to functions related to post establishment matters. Request monthly establishment report, audit and reconcile establishment records. Provide advice, guidance, information and statistics relevant to post establishment matters. Supervise human resource/staff. Manage all PERSAL functions and documents concerning PERSAL Controller functions in respect of appointments, transfers, promotions, of PERSAL users. Train staff in respect of appointment, transfer, relocation, translation at Head Office, Regional office, TVET and CET Colleges officials responsible for using PERSAL. Attend PERSAL user forum meetings. Assist with approval and authorizations’ of all PERSAL transactions done by Conditions of Services staff. Registration of IP addresses and linkage to treasury for PERSAL connectivity to all TVET Colleges. Develop and maintain an appropriate Management of Human Resource, financial and other resources.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET66082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/178**

CHIEF PERSONNEL OFFICER: PERSAL CONTROLLER REF NO: DHET67/08/2020

Branch: Corporate Services
Directorate: Human Resource Management and Administration

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognized 3-years' National Diploma/ Bachelor’s Degree (NQF Level 6) in Human Resource Management/ Public Management or equivalent qualification with 5 years’ experience on PERSAL Controller functions. Valid certificate in
PERSAL Controller, Establishment control and Personnel Administration. Leave Administration and Labour Relations PERSAL certificate will be added advantage. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Driver’s license required.

**DUTIES**: User account management which will include management of all stages in the life cycle of user access, from training, initial registration of new users to the final deregistration of users. Assesses and records the PERSAL training needs of the Department in conjunction with section heads, in order to make nominations for training courses, as and when required. Responsible for the orientation of all users of the system. Make inputs to PERSAL circulars, notices and messages and brings important issues to the attention of all users in the Department. Ensures professional, effective and efficient interaction between the HR and Finance Persal Users within the department. Administration of Input per user’s transactions. Administration of PRSAL training data base and evaluate the SCC requests forwarded by HR Colleges and Head Office. Monitoring of access / user activities. Attends National PERSAL Controllers’ Forum and ensures that issues discussed are followed-up and relayed to users under his/her control. Manage all PERSAL functions and documents concerning PERSAL Controller functions in respect of appointments, transfers, promotions, of PERSAL users. Train staff in respect of appointments, transfers, relocation, translation at Head Office, Regional office, TVET and CET Colleges officials responsible for using PERSAL. Attend PERSAL user forum meetings. Assist with approval and authorizations’ of all PERSAL transactions done by Conditions of Services staff. Registration of IP addresses and linkage to treasury for PERSAL connectivity to all TVET Colleges. Develop and maintain an appropriate Management of Human Resource, financial and other resources.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165

**APPLICATIONS**
Forward your application to this email address: DHET67082020@dhet.gov.za

**NOTE**: Disclaimer: considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/179**

**SAFETY OFFICER: CORPORATE SERVICES**
**REF NO**: DHET105/08/2020

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Pietermaritzburg (Kwazulu-Natal Regional Office)

**REQUIREMENTS**: An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) with Accounting and Auditing as majors/ Occupational Health & Safety/ Quality/ Risk Management or equivalent qualification. Minimum of three year’s relevant experience in Safety environment. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress. A valid driver’s licence.

**DUTIES**: Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register, in compliance with requirements and good practice. Identify risks, through a variety of means and raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other
ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET105082020@dhet.gov.za
NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/180: SAFETY OFFICER REF NO: DHET121/08/2020
Directorate: Corporate Services
SALARY: R316 791 per annum (Level 08)
CENTRE: Polokwane (Limpopo Regional Office)
REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) with Accounting and Auditing as majors / Occupational Health & Safety / Quality/ Risk Management or equivalent qualification. Minimum of three year’s relevant experience in Safety environment. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress. A valid driver’s licence.
DUTIES: Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register in compliance with requirements and good practice. Identify risks, through a variety of means and raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other tasks, as required by the Supervisor. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the Department.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET121082020@dhet.gov.za
NOTE: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/181: SAFETY OFFICER REF NO: DHET139/08/2020
Sub-Directorate: Corporate Services
SALARY: R316 791 per annum (Level 08)
CENTRE: Western Cape: Regional Office-Cape Town Office
REQUIREMENTS: An appropriate Bachelor’s Degree/ National Diploma (NQF Level 6) with Accounting and Auditing as major subjects/ Occupational Health & Safety/ Quality/ Risk Management or equivalent qualification, a valid driver’s license. Minimum of three year’s relevant experience in Safety environment. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress.
DUTIES: Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register, in compliance with requirements and good practice. Identify risks, through a variety of means and
raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other tasks, as required by the Supervisor. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the Department.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET139082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/182 : LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING REF NO: DHET68/08/2020
Branch: Corporate Services
Directorate: Labour Relations

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A recognized Bachelor’s Degree/National Diploma with majors in Industrial Relations/Labour Law or equivalent (NQF Level 6). A minimum of 1-2 years of experience within a Labour Relations portfolio is required. Sound knowledge of labour legislation and prescripts within the TVET, CET or Public sector domain. Demonstrable experience in project management and Labour Relations processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be prepared to work beyond the normal working hours when the need arise. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Excellent good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as valid light vehicle driver’s license.

DUTIES : The incumbent will be responsible for compiling statistics of who is present at work and who is participating in the industrial action Coordinate the implementation of the “No work, no pay” principle on the employees’ salaries in collaboration with the Sub directorate: Human Resources Administration Prepare post-industrial action reports on the participation of Department employees Arrange logistics Invite participants Distribute documents prior to the meeting – policies, agendas and minutes. Supporting management on labour relations matters Coordinating and providing labour relations training coordinating and giving technical support to the members of the Departmental Bargaining Chamber. Ensure compliance with relevant legislation, regulatory framework, and reporting requirements. Conduct legal research.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165.
APPLICATIONS : Forward your application to this email address: DHET68082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/183 : PERSONNEL PRACTITIONER: PERFORMANCE MANGEMENT REF NO: DHET69/08/2020 (X4 POSTS)
Directorate: Human Resources Development and Performance Management

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A recognized Bachelor’s degree/Diploma (NQF level 6) in Human Resource Management or equivalent qualification. A minimum of 1–2 years work experience in Performance Management within HR environment is required. Good knowledge of drafting performance agreements and conducting performance appraisals in the Public Service. Understanding of Public Service
legislation, regulations and policies, Ability to interpret and implement the Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS) policies, relevant Directives and Circulars. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.


**ENQUIRIES:** Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS:** Forward your application to this email address: DHET69082020@dhet.gov.za

**NOTE:** Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/184:** EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DHET70/08/2020

Directorate: Employee and Wellness Management

Re-advertised and candidates who had previously applied may re-apply

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognized 3 year Bachelor's degree in Psychology, B-Psychology/ Social Sciences majoring in psychology. A minimum of 1-2 years' work experience in the Employee Health and Wellness environment is required. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in-depth knowledge in conducting counselling, psycho-education, and trauma-debriefing. Understanding of all PILIR processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem solving and decision making skills. Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality and code of ethics. Understanding of Public Service legislation, regulations and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.

**DUTIES:** Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for DHET staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Conduct counselling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and
writing EHW reports, system monitoring tools and submissions/internal and external memorandums.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET70082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/185: TRAINING PRACTITIONER: COORDINATE THE RECRUITMENT AND PLACEMENT OF INTERNSHIP REF NO: DHET71/08/2020
Branch: Corporate Services
Directorate: Training and Development

SALARY: R257 508 per annum (Level 07)
CENTRE: Pretoria

DUTIES: Assist in coordinating the need analyses for the Internship and learnership programmes in the Department; Coordinate the Recruitment and Placement of Interns and learners; Compile internship advertisements; collect and coordinate the capturing applications; compile databases for internship and learnership applications. Develop and update Internship tracking system. Coordinate submission and capturing of quarterly assessment reports for Graduate, WIL and Learnership Programmes; Keep register of the consolidated reports; Coordinate welcome and farewell ceremonies of interns; Coordinate and assist with the induction programmes; Coordinate quarterly forum meetings for interns, learners and mentors. Assist in the coordination of skills development interventions for interns and learners.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D MoyaneTel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET71082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/186: PRINCIPAL PERSONNEL OFFICER REF NO: DHET72/08/2020
Directorate: Human Resource Administration and System Control
Sub Directorate: Conditions of Services

SALARY: R257 508 per annum (Level 07)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent qualification. A minimum of 3 years’ experience in Human Resource Management and Administration is required. Experience in the appointment and conditions of service of Public Servants and Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license will be an added advantage and willingness to travel.

DUTIES: To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers.
both verbally, written and presentations. Must be able to train, mentor and
evaluate subordinates. Communicate in a professional level with staff both
personally and telephonically.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr
D MoyaneTel No: (012) 312 5165.

APPLICATIONS : Forward your application to this email address: DHET72082020@dhet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown
levels, you are encouraged to email your application with the relevant
supporting documentation. You must quote the reference number in the subject
line.

POST 21/187 : CHIEF ADMINISTRATIVE CLERK REF NO: DHET82/08/2020
Directorate: Facilities Management

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4. An appropriate Bachelor
Degree/National Diploma (NQF level 6) in Public Administration/Logistics or
relevant equivalent qualification will be an added advantage. A minimum 3
years’ work experience in Facilities Management is required. Knowledge, Skills
and Competencies: Knowledge and understanding of Office Space
management and Transport management. Excellent interpersonal skills, Good
communication skills (written and oral), organising and planning skills. Ability
to work independently, under pressure and in a team. Time management and
proactiveness. Problem solving and attention to detail. Computer literate
(Microsoft Word, Power Point, Access and Excel).

DUTIES : Provision of administrative support services, keep custody of office buildings.
Maintenance of office buildings, Process payment of rentals. Handle enquiries
relating to office space and parking allocation, provide administrative general
administration support. Drafting of correspondence (submissions, memos,
letters and reports). Management of Departmental vehicles, Government
garage vehicles and PPP vehicles. Management of applications and
withdrawal of subsidized vehicles. Render supervision of administrative
support, and ensure timely submission of performance agreements review and
assessment of staff.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr
D MoyaneTel No: (012) 312 5165.
APPLICATIONS : Forward your application to this email address: DHET82082020@dhet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown
levels, you are encouraged to email your application with the relevant
supporting documentation. You must quote the reference number in the subject
line.

POST 21/188 : CHIEF ADMINISTRATIVE CLERK; REF NO: DHET84/08/2020
Directorate: Office of the Director-General

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / NCV Level 4 with 6-10 years’ experience in
clerical/ administrative work. An appropriate Bachelor’s Degree/National
Diploma (NQF Level 6) in Public Administration/ Administration or equivalent
qualification will be an added advantage. At least 3 years’ experience in clerical /
administrative work. Knowledge of clerical duties; ability to capture data;
computer literacy and the use of the following computer applications: Ms Word,
Excel, PowerPoint and Outlook; collecting statistics; the legislative framework
governing the Public Service and knowledge of procedures in terms of the
working environment. Communication skills, client orientation and customer
focus, accountability, ethical conduct and report writing skills.

DUTIES : The incumbent will be responsible for supervision of overall general
administration in the office of the Director-General. General clerical support
services including recording, organizing, storing, capturing and retrieving
correspondence and data; updating register statistics; handling routine
enquiries; making photocopies and receiving or sending facsimiles; distributing
documents/ packages to various stakeholders as required; keeping and
maintaining the filing system for the component; typing letters and/ or other
correspondence when required; keeping and maintaining the incoming and
outgoing document register of the component. Supply chain clerical support services including liaising with external and internal stakeholders in relation to the procurement of goods and services; obtaining quotations, complete procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration including maintaining a leave register and attendance register for the component; arranging travelling and accommodation. Financial administration including capturing and updating expenditure; checking correctness of subsistence and travel claims and handling of telephone accounts and petty cash for the component. Supervision of human resources including allocation and ensuring quality of work; personnel development; assess staff performance and apply discipline.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS:
Forward your application to this email address: DHET84082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/189:
FRAUD PREVENTION OFFICER NO: DHET88/08/2020
Office of the Director-General
Directorate: Fraud Prevention

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS:
Forward your application to this email address: DHET88082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/190:
ETHICS OFFICER REF NO: DHET89/08/2020
Office of Director-General
Directorate: Ethics and Integrity Management

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised Bachelor's Degree/National Diploma qualification (NQF Level 6) in Risk Management/ Auditing / Accounting/ Forensic Investigation equivalent qualification. A minimum of 1-2 years' work experience in anti-fraud experience in anti-fraud/ corruption environment. A valid driver's license. Knowledge: Investigative Principles and Practices, Departmental and Fraud’s Policies and Procedures, All anti-corruption and fraud prevention Policies, Legal environment: Court and Criminal procedures. Fraud related administration and operations. High level of investigation and audit skills. Ability to maintain
confidentiality and to work independently on sensitive issues. Knowledge and understanding of Batho Pele Principles, Public Service Regulations and other relevant prescripts. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames.

**DUTIES**
- Assist in the Implementation of Fraud and Anti-Corruption Strategies.
- Assist with investigations in reported cases of Fraud and Corruption.
- Assistant in the recovery of all assets acquired fraudulently.
- Analyse system capabilities to anti-fraud & corruption management programmes.
- Safe keeping of evidence.
- Organising meeting with people of interest.
- Arrangement of travel logistics.

**ENQUIRIES**
- Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**
- Forward your application to this email address: DHET89082020@dhet.gov.za

**NOTE**
- Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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**POST 21/191**

**IT TECHNICIAN: CORPORATE SERVICES**

**REF NO:** DHET96/08/2020

**Corporate Services**

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

**CENTRE**
- Eastern Cape Regional Office

**REQUIREMENTS**
- A National Senior Certificate / NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology or equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

**DUTIES**
- To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users’ issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

**ENQUIRIES**
- Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**
- Forward your application to this email address: DHET96082020@dhet.gov.za

**NOTE**
- Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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**POST 21/192**

**COMMUNICATION OFFICER: CORPORATE COMMUNICATION**

**REF NO:** DHET106/08/2020

**Directorate: Corporate Services**

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

**CENTRE**
- Pietermaritzburg

**REQUIREMENTS**
- An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing or Equivalent qualification will be added as an advantage. Minimum of 3-year experience in the relevant field and must have a valid driver’s license. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and
DUTIES: To handle various matters related to internal and external communication in the DHET KZN Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions (For Regional Manager and Heads of department). Prepare and facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department (e.g. Annual reports, Departmental newsletters/brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, Design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website Designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Rendering Photographer audio Services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority. Arrange and/or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department. Represent the unit in various meetings. Perform any other related functions as requested by.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET106082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/193 : EMPLOYEE HEALTH AND WELLNESS OFFICER: REF NO: DHET107/08/2020

Directorate: Corporate Services

SALARY: R257 508 per annum (Level 07)

CENTRE: Pietermaritzburg (Kwazulu-Natal Regional Office)


DUTIES: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health related events, activities and interventions (Wellness
Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related function as requested by Supervisor.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE
Forward your application to this email address: DHET107082020@dhet.gov.za

NOTE
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/194
PERSONNEL PRACTITIONER: HRM&D REF NO: DHET108/08/2020
Directorate: Corporate Services

SALARY
R257 508 per annum (Level 07)

CENTRE
Pietermaritzburg (Kwazulu-Natal Regional Office)

REQUIREMENTS

DUTIES
Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; allowances GEHS; Terminations. Perform other duties requested by supervisor.

ENQUIRIES
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE
Forward your application to this email address: DHET108082020@dhet.gov.za

NOTE
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/195
STATE ACCOUNTANT REF NO: DHET109/08/2020
Corporate Services

SALARY
R257 508 per annum (Level 07)

CENTRE
Pietermaritzburg (Kwazulu-Natal Regional Office)

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Financial Management /Accounting with minimum of 3 year’s relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain
Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.

**DUTIES**

The successful candidate will be responsible for compiling and monitoring of budget KZN Regional Office. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to KZN Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purpose. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Perform any other finance related functions as required by supervisor.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET109082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/196**

**IT TECHNICIAN: CORPORATE SERVICES REF NO: DHET110/08/2020**

Directorate: Corporate Services

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Pietermaritzburg (KwaZulu-Natal Regional Office)

**REQUIREMENTS**

A National Senior Certificate / NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology or equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

**DUTIES**

To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users’ issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

**ENQUIRIES**

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

Forward your application to this email address: DHET110082020@dhet.gov.za

**NOTE**

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/197**

**IT TECHNICIAN REF NO: DHET122/08/2020**

Directorate: Corporate Services

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Polokwane (Limpopo Regional Office)

**DUTIES**

To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users’ issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.
REQUIREMENTS: A recognised National Diploma (NQF Level 6) in Information Technology or equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

DUTIES: To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users’ issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET122082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/198: STATE ACCOUNTANT REF NO: DHET123/08/2020

Directorate: Corporate Services

SALARY: R257 508 per annum (Level 07)

CENTRE: Polokwane (Limpopo Regional Office)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Financial Management /Accounting. A minimum of 3 year’s relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.

DUTIES: The successful candidate will be responsible for compiling and monitoring of budget. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purpose. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Perform any other finance related functions as required by supervisor.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET123082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
POST 21/199

COMMUNICATION OFFICER REF NO: DHET124/08/2020
Directorate: Corporate Services

SALARY : R257 508 per annum (Level 07)
CENTRE : Polokwane (Limpopo Regional Office)
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing or Equivalent qualification. Minimum of 3-year experience in the relevant field and must have a valid driver’s license. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. Annual reports, Departmental newsletters/brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department. Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Department towards informing appropriate responses by the relevant authority. Arrange and/Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the Regional Manager.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICANTIONS NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line

POST 21/200

STATE ACCOUNTANT REF NO: DHET135/08/2020
Sub-Directorate: Corporate Services

SALARY : R257 508 per annum (Level 07)
CENTRE : Mpumalanga/North-West Regional Office

DUTIES : The successful candidate will be responsible for compiling and monitoring of budget Mpumalanga/North-West Regional Office. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly and annual
expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to Mpumalanga/ North-West Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purpose. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Perform any other finance related functions as required by supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET135082020@dhet.gov.za
POST 21/201 : COMMUNICATION OFFICER REF NO: DHET140/08/2020
Directorate: Corporate Services

CENTRE : Western Cape Regional Office - Cape Town

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing or Equivalent qualification. Minimum of 3-year experience in the relevant field and must have a valid driver's license. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements / press releases, etc. for different events or occasions of the Department. Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, newsletters and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS NOTE : Forward your application to this email address: DHET140082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
**POST 21/202**  
**IT TECHNICIAN: CORPORATE SERVICES**  
**REF NO: DHET141/08/2020**  
Corporate Services  

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

**CENTRE**  
Western Cape Regional Office  

**REQUIREMENTS**  
A National Senior Certificate / NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology or equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.  

**DUTIES**  
To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users’ issues in ICT and provide solutions. Provide support for identified Level 8 and/ Level 910 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.  

**ENQUIRIES**  
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165  

**APPLICATIONS**  
Forward your application to this email address: DHET141082020@dhet.gov.za  

**NOTE**  
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/203**  
**HUMAN RESOURCE CLERK: ESTABLISHMENT CONTROL AND HUMAN RESOURCE INFORMATION MANAGEMENT**  
**REF NO: DHET73/08/2020**  
Directorate: Human Resource Administration and System Control  

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

**CENTRE**  
Pretoria  

**REQUIREMENTS**  
An appropriate Bachelor’s Degree /National Diploma (NQF Level 6) in Human Resource Management/ Public Management or equivalent qualification. A minimum of 1-2 years working experience in Human Resource Management. A Certificate in Persal Introduction Couse. Knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing. Communication skills, computer literacy, analytical skills, interpersonal relations skills, have ability to work under pressure, proactive, punctual and client oriented.  

**DUTIES**  
Implement establishment on PERSAL system and manually. Attend to functions relevant to post establishment matters. Audit and reconcile establishment records. Provide advice, guidance, information and statistics relevant to post establishment matters.  

**ENQUIRIES**  
Mr P Mtshali 012 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165  

**APPLICATIONS**  
Forward your application to this email address: DHET73082020@dhet.gov.za  

**NOTE**  
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/204**  
**SENIOR PERSONNEL OFFICER**  
**REF NO: DHET74/08/2020**  
(X5 POSTS)  
Directorate: Human Resource Administration and System Control  
Sub Directorate: Conditions of Services  

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

**CENTRE**  
Pretoria
**REQUIREMENTS**: An appropriate Bachelor’s Degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. A minimum of 1-2 years’ work experience in the appointment and conditions of service of Public Servants and Educators is required. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license will be an added advantage and willingness to travel.

**DUTIES**: To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers both verbally, written and presentations. Must be able to train, mentor and evaluate subordinates. Communicate in a professional level with staff both personally and telephonically.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/205**: SENIOR REGISTRY CLERK REF NO: DHET75/08/2020
Directorate: Human Resource Administration and System Control

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

**CENTRE**: Pretoria


**DUTIES**: Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site storage. Control movement of files and access to files. Index, scanning and Photocopying. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/206**: RECEPTIONIST REF NO: DHET76/08/2020
Directorate: Internal Communications and Client Services

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

**CENTRE**: Pretoria
**REQUIREMENTS**: An appropriate Bachelor’s Degree/ National Diploma (NQF Level 6) in Public Relations/Communication or equivalent qualification. A minimum of 1-2 years’ work experience in Reception is required. On-site training with 18 months proven Reception experience in the handling of the public and other stakeholders and providing them with information concerning the Department of Higher Education and Training services will be an advantage. Proficiency in English is a requirement and the ability to speak 3 of the other official languages would be an added advantage. Computer literacy which includes a good working knowledge of the Microsoft Office packages. Excellent telephone etiquette and office administration. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/client orientation. Innovative and energetic. Work under pressure with minimal supervision.

**DUTIES**: Attend to visitors. Respond to visitors’ enquiries, queries and complaints concerning Higher Education, Science and Technology efficiently and effectively. Follow up on uncollected messages and refer them to the relevant staff members to deal with. Obtain client information by interviewing them and verifying information. Strive to respond to the visitor in his/her own preferred language. Maintains communication equipment by reporting problems. Ensure customer satisfaction. Provide the public and other stakeholders with service that exceeds their expectations. Write reports.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**: Forward your application to this email address: DHET76012020@dhet.gov.za

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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**REQUIREMENTS**: A Senior Certificate/ NCV Level 4 with a minimum of 1-2 years’ relevant working experience administrative environment. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Public Administration or equivalent qualification will be an added advantage. Competencies: Government Motor Transport Handbook Version 1 of 2019 and Transport Circular no. 5 of 2003, Departmental policies and procedure, Public Service Regulation, Batho Pele Principles and Public Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem Solving, Computer literacy, ability to work in a team and independent. Ability to work under pressure and willingness to travel. A valid driver’s licence is essential.

**DUTIES**: Responsible for issuing and inspection of departmental vehicles; Ensure effective and full maintenance and licensing of departmental vehicles; Responsible for the correctness in the completion of the log books; Ensure the registration of the new vehicles; Manages the traffic fines by ensuring that officials responsible pays for the offences; Ensure effective in timeous payments of invoices; Verify the invoices upon receipt and assist in managing of the directorate’s allocated budget; Compile and capture the invoices; Ensure that the invoices have been authorised by the responsible Manager; Ensure that invoices are paid within 30 days upon receipt and provide information as and when requested by the internal Audit and the Auditor-General; Ensure the management of the subsidized vehicles; Provide the office support services and liaise with the service providers.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**: Forward your application to this email address: DHET77082020@dhet.gov.za

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A Senior Certificate/ NCV Level 4 with a minimum of 1-2 years’ relevant working experience administrative environment. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Public Administration or equivalent qualification will be an added advantage. Competencies: Government Motor Transport Handbook Version 1 of 2019 and Transport Circular no. 5 of 2003, Departmental policies and procedure, Public Service Regulation, Batho Pele Principles and Public Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem Solving, Computer literacy, ability to work in a team and independent. Ability to work under pressure and willingness to travel. A valid driver’s licence is essential.

**DUTIES**: Responsible for issuing and inspection of departmental vehicles; Ensure effective and full maintenance and licensing of departmental vehicles; Responsible for the correctness in the completion of the log books; Ensure the registration of the new vehicles; Manages the traffic fines by ensuring that officials responsible pays for the offences; Ensure effective in timeous payments of invoices; Verify the invoices upon receipt and assist in managing of the directorate’s allocated budget; Compile and capture the invoices; Ensure that the invoices have been authorised by the responsible Manager; Ensure that invoices are paid within 30 days upon receipt and provide information as and when requested by the internal Audit and the Auditor-General; Ensure the management of the subsidized vehicles; Provide the office support services and liaise with the service providers.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**: Forward your application to this email address: DHET77082020@dhet.gov.za

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
**POST 21/208**  
**ADMINISTRATION CLERK: PRODUCTION: REF NO: DHET85/08/2020**  
Office of the Director-General

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

**CENTRE**  
Pretoria

**REQUIREMENTS**  
A Senior Certificate/ NCV Level 4. A minimum of 1-2 years’ relevant Clerical/Administrative work experience is required. A National Diploma or Degree in Public Management or Public Administration will be an added advantage. Knowledge of Clerical duties; ability to capture data; operating a computer; collecting statistics. Knowledge of procedures in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: Ms Word, Excel, PowerPoint and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, accountability, ethical conduct and report writing skills.

**DUTIES**  
The incumbent will be responsible to render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: maintain a leave register; keep and maintain personnel records; keep and maintain attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: capture and update expenditure in component; check correctness of subsistence and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.

**ENQUIRIES**  
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**  
Forward your application to this email address: DHET85082020@dhet.gov.za

**NOTE**  
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/209**  
**RECEPTIONIST REF NO: DHET97/08/2020**  
Directorate: Corporate Services

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

**CENTRE**  
Eastern Cape Regional Office

**REQUIREMENTS**  
A Senior Certificate/NCV Level 4 or equivalent. Minimum of one to three years’ front office experience. Basic computer skills, specifically MS Word and MS Excel. Telephone etiquette. Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization. Ability to build positive relationships with high level of interpersonal skills. Excellent talent to interact with people in a positive and courteous manner. Multi-tasking capability without compromising on quality. Dependable and punctual.

**DUTIES**  
Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors’ access. Collect, sort, distribute correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create memos, reports and other documents as and when requested. Take and resolve complaints from clients. Handling enquiries, dissemination of Regional Office information to callers and visitors. Perform any other related functions as requested by Supervisor.

**ENQUIRIES**  
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**  
Forward your application to this email address: DHET97082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/210: RECEPTIONIST REF NO: DHET111/08/2020
Directorate: Corporate Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Pietermaritzburg (Kwazulu-Natal Regional Office)
REQUIREMENTS: Senior Certificate/NCV Level 4 or equivalent. Minimum of one to three years’ front office experience. Basic computer skills, specifically MS Word and MS Excel. Telephone etiquette. Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization. Ability to build positive relationships with high level of interpersonal skills. Excellent talent to interact with people in a positive and courteous manner. Multi-tasking capability without compromising on quality. Dependable and punctual.

DUTIES: Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors’ access. Collect, sort, distribute correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create memos, reports and other documents as and when requested. Take and resolve complaints from clients. Handling enquiries, dissemination of Regional Office information to callers and visitors. Perform any other related functions as requested by Supervisor.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET111082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/211: HUMAN RESOURCE CLERK REF NO: DHET112/08/2020
Corporate Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Pietermaritzburg (Kwazulu-Natal Regional Office)
REQUIREMENTS: National Senior Certificate/ NCV Level 4. Minimum of 1 - 2 year working experience in Human Resources environment. Knowledge of Human Resource or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.


ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET112082020@dhet.gov.za
**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/212**: 
**SECRETARY TO DIRECTOR REF NO: DHET113/08/2020**
TVET: Curriculum and Institutional Support

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

**CENTRE**: Pietermaritzburg (Kwazulu-Natal Regional Office)

**REQUIREMENTS**: A National Senior Certificate/ NCV Level 4. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

**DUTIES**: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director’s diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**: Forward your application to this email address: DHET113082020@dhet.gov.za

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line

**POST 21/213**: 
**SECRETARY TO DIRECTOR REF NO: DHET114/08/2020**
Directorate: CET Curriculum and Institutional

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

**CENTRE**: Pietermaritzburg (Kwazulu-Natal Regional Office)

**REQUIREMENTS**: A National Senior Certificate/ NCV Level 4. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and
Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

**DUTIES**: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director’s diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**: Forward your application to this email address: DHET114082020@dhet.gov.za

**NOTE**: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line

**POST 21/214**: RECEPTIONIST REF NO: DHET125/08/2020

**Directorate**: Corporate Services

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

**CENTRE**: Polokwane (Limpopo Regional Office)

**REQUIREMENTS**: National Senior Certificate/NCV Level 4 or equivalent. Minimum of one to three years’ front office experience. Basic computer skills, specifically MS Word and MS Excel. Telephone etiquette. Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization. Ability to build positive relationships with high level of interpersonal skills. Excellent talent to interact with people in a positive and courteous manner. Multi-tasking capability without compromising on quality. Dependable and punctual.

**DUTIES**: Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors’ access. Collect, sort, distribute correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create memos, reports and other documents as and when requested. Take and resolve complaints from clients. Handling enquiries, dissemination of Regional Office information to callers and visitors. Perform any other related functions as requested by Supervisor.

**ENQUIRIES**: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS**: Forward your application to this email address: DHET125082020@dhet.gov.za

**POST 21/215**: HUMAN RESOURCE CLERK REF NO: DHET126/08/2020

**Directorate**: Corporate Services

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

**CENTRE**: Polokwane (Limpopo Regional Office)

well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.


**ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

**APPLICATIONS** : Forward your application to this email address: DHET126082020@dhet.gov.za

**NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

**POST 21/216** : SECRETARY TO THE DIRECTOR REF NO: DHET127/06/2020

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

**CENTRE** : Polokwane (Limpopo Regional Office)

**REQUIREMENTS** : A National Senior Certificate/ NCV Level 4. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

**DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director’s diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.
ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET127082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/217 : SECRETARY TO THE DIRECTOR REF NO: DHET128082020
Directorate: CET Curriculum and Institutional Support

SALARY : R173 703 per annum (Level 05)
CENTRE : Polokwane (Limpopo Regional Office)
REQUIREMENTS : A National Senior Certificate/NCV Level 4. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director’s diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS : Forward your application to this email address: DHET128082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/218 : SWITCHBOARD OPERATOR REF NO: DHET78/08/2020
Branch: Corporate Services
Directorate: Internal Communications and Client Services

SALARY : R145 281 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/ NCV Certificate (level 4). A National Diploma (NQF Level 6) in Public Relations and/or equivalent qualification will be an added advantage. Sufficient experience on switchboard, Good telephone etiquette. Excellent customer service. Ability to work under pressure with minimal supervision. Computer literacy. Good communication skills both written and verbal and interpersonal relations. Good writing skills.
DUTIES: Answering incoming calls promptly, effectively and efficiently. Transferring telephone calls to the correct destiny. Assist officials in dialing International Calls. Supply basic information to internal staff, public and other stakeholders regarding the Departmental services. Reports telephone faults to the service providers. Liaise with the telecommunications service providers that have accounts/contracts with the Department. Monitor usage of telecommunications in the Department. Update the internal telephone directory. Issue pin codes and gadgets to officials. Responsible for the telephone bills. Report writing.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS: Forward your application to this email address: DHET78082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/219: DRIVER/MESSENGER REF NO: DHET79/08/2020
Branch: Corporate Services
Directorate: Facilities Management

SALARY: R145 281 per annum (Level 04)
CENTRE: Pretoria

REQUIREMENTS: A National Senior Certificate/NCV Level 4. A valid driver's license is essential. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES: Collect and deliver, documents from office to office; perform external collection and delivery of documents and related items; Collect and deliver mail to and from the Post Office and related items; Transport official documentations to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing of trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
APPLICATIONS: Forward your application to this email address: DHET79082020@dhet.gov.za

NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/220: DRIVER/MESSENGER REF NO: DHET100/08/2020
Sub-Directorate: Corporate Services

SALARY: R145 281 per annum (Level 04)
CENTRE: Johannesburg (Free State/Gauteng Regional Office)

REQUIREMENTS: A National Senior Certificate/NCV Level 4. A valid driver's license with Professional Driving Permit (PDP). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES: Transport employees of the department to and from stations, other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attending trade test in the morning, drop off during the day and in the afternoon at the stations. Transport official documentations to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing of
trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS
Forward your application to this email address: DHET100082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/221:
DRIVER/MESSENGER REF NO: DHET129/08/2020
Sub-Directorate: Corporate Services

SALARY:
R145 281 per annum (Level 04)

CENTRE:
Polokwane

REQUIREMENTS:
A National Senior Certificate/NCV Level 4. A valid driver’s license with Professional Driving Permit (PDP). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES:
Transport employees of the department to and from stations, other employees of the department to and from stations; other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attending trade test in the morning, drop off during the day and in the afternoon at the stations. Transport official documentations to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger. Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timely and vehicle report any defects to the supervisor. Assist with administrative tasks such as filling of trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS
Forward your application to this email address: DHET129082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/222:
SECURITY OFFICER REF NO: DHET81/08/2020
Branch: Corporate Services
Directorate: Security and Advisory Services

SALARY:
R122 595 per annum (Level 03)

CENTRE:
Pretoria

REQUIREMENTS:
Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR.at least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES:

ENQUIRIES:
Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS
Forward your application to this email address: DHET81082020@dhet.gov.za

NOTE:
Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<table>
<thead>
<tr>
<th>POST 21/223</th>
<th>SECURITY OFFICERS REF NO: DHET98/08/2020 (X6 POSTS)</th>
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</thead>
<tbody>
<tr>
<td>Corporate Services</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R122 595 per annum (Level 03)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Eastern Cape Regional Office</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complaints. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Forward your application to this email address: <a href="mailto:DHET98082020@dhet.gov.za">DHET98082020@dhet.gov.za</a></td>
</tr>
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<th>SECURITY OFFICERS REF NO: DHET101/08/2020 (X6 POSTS)</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R122 595 per annum (Level 03)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Johannesburg</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.</td>
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<td><strong>DUTIES</strong></td>
<td>Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complaints. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.</td>
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<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Forward your application to this email address: <a href="mailto:DHET101082020@dhet.gov.za">DHET101082020@dhet.gov.za</a></td>
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<th>POST 21/225</th>
<th>SECURITY OFFICERS REF NO: DHET115/08/2020 (X3 POSTS)</th>
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<td>Directorate: Corporate Services</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R122 595 per annum (Level 03)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Pietermaritzburg (Kwazulu Natal)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.</td>
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<td><strong>DUTIES</strong></td>
<td>Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complaints. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.</td>
</tr>
</tbody>
</table>

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ENQUIRIES

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

Forward your application to this email address: DHET115082020@dhet.gov.za

NOTE

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/226

SECURITY OFFICERS: REF NO: DHET130/08/2020 (X6 POSTS)
Corporate Services

SALARY

R122 595 per annum (Level 03)

CENTRE

Polokwane (Limpopo Regional Office)

REQUIREMENTS

Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES


ENQUIRIES

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

Forward your application to this email address: DHET130082020@dhet.gov.za

NOTE

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/227

PHOTOCOPIER OPERATOR REF NO: DHET80/08/2020
Branch: Corporate Services
Directorate: Facilities Management

SALARY

R102 534 per Annum (Level 02)

CENTRE

Pretoria

REQUIREMENTS

A National Senior Certificate / NCV Level 4 Certificate. A valid driver’s license is essential. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organising. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and record keeping.

DUTIES

Responsible for making copies of documents. Duplicate documents and operate high volume photocopier machines; Binding and sorting of documents; perform minor maintenance and report malfunctioning of the photocopier; Make requisitions for photocopier material and keep stationery for copies; provide counter services.

ENQUIRIES

Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

Forward your application to this email address: DHET80082020@dhet.gov.za

NOTE

Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
POST 21/228: CLEANERS REF NO: DHET99/08/2020 (X2 POSTS)
Sub-Directorate: Corporate Services

SALARY: R102 534 per annum (Level 02)
CENTRE: Eastern Cape Regional Office
REQUIREMENTS: ABET/Grade 10 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.
DUTIES: Provision of cleaning services, rendering comprehensive cleaning services which includes: Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.
ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165
APPLICATIONS: Forward your application to this email address: DHET99082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/229: CLEANERS REF NO: DHET102/08/2020 (X2 POSTS)
Sub-directorate: Corporate Services

SALARY: R102 534 per annum (Level 02)
CENTRE: Johannesburg Office
REQUIREMENTS: ABET/Grade 10 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.
DUTIES: Provision of cleaning services, rendering comprehensive cleaning services which includes: Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.
ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS: Forward your application to this email address: DHET102082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/230: CLEANERS REF NO: DHET131/08/2020 (X2 POSTS)
Sub-Directorate: Corporate Services

SALARY: R102 534 per annum (Level 02)
CENTRE: Polokwane
REQUIREMENTS: ABET/Grade 10 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.
DUTIES: Provision of cleaning services, rendering comprehensive cleaning services which includes: Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.
ENQUIRIES: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS: Forward your application to this email address: DHET131082020@dhet.gov.za
NOTE: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
Annexure J

Department of Home Affairs

Closing Date: 18 September 2020

Application must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly.

Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately.

Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

Management Echelon

Post 21/231: Deputy Director-General: Information Services, Chief Information Officer Ref No: HRMC 30/20/01

Branch: Information Services

Salary: R1 521 591 - R1 714 074 per annum (Level 15), (An all-inclusive remuneration package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Centre: Head Office, Pretoria

Requirements: An undergraduate qualification in Information Technology / Information System / Computer Science / Engineering Electrical Computer / Software Engineering / Information Security, or any cognate field at NQF level 7, and a post graduate qualification at NQF level 8 as recognised by SAQA. 8-10 years’ experience at a Senior Management level. A Master’s degree in a relevant field will serve as an added advantage. Extensive experience in the ICT environment is required. In depth knowledge and understanding of the GITO Strategy, Standards, Norms and Policies, as well as GITO Council Regulations. Knowledge of Information Technology Infrastructure Library (ITIL). Knowledge of the Protection of Information Act and Minimum Information Security Standards (MISS). Understanding of Corporate Governance principles (King III), the Public Service Regulatory Framework, the Public Finance Management Act and Treasury Regulations, Supply Chain Management policies as well as Human Resource Regulatory Frameworks. Sound knowledge and
understanding of Departmental Legislation and prescripts. Good strategic capability and leadership skills. Ability to innovate service delivery. Client orientation and customer focus. Strong technology - and business acumen. Ability to lead change management initiatives. Good networking, communication, negotiation and problem solving skills. Ability to translate Technology language into English. Business report writing and presentation skills. Sound people management and empowerment, as well as financial management skills. Good program and project management capability. Policy interpretation, business continuity and accountability. Knowledge and information management skills. Ability to take decisions and initiate action. Stamina and the ability to demonstrate resilience whilst working under pressure. Good time management skills. Computer literate. A valid drivers’ license, willingness to travel extensively and work extended hours are essential.

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic direction on IT Operations, IS Governance and Special Initiatives processes. Provide IT Strategy that is aligned to business needs / requirements. Oversee the smooth operations of Information Services Governance programmes, availability of all information systems and IT infrastructure. Provide strategic direction on strategic alignment of the Branch, enterprise architectural design, risk and quality service standards, as well as innovations across the Business Units. Ensure the alignment of project/programme initiatives with National Policy, imperatives and international benchmarks. Provide strategic guidance on the establishment and sign-off on Project Charters, Governance forums, Resourcing (including budget/funding) and expected deliverables. Ensure the establishment of an IS project office. Provide strategic direction for large scale, international and inter-departmental programmes where required. Provide strategic direction on IS infrastructure, Applications Management and IT Service Management operations. Provide strategic leadership on the alignment of the National Strategic Objectives, policy and standards (IT Technology Infrastructure Library), and the management of ITIL (Information Technology Infrastructure Library) principles within the ICT department. Oversee cloud based technology. Provide strategic direction on all IT Finances in line with Public Finance Management Act (PFMA). Oversee the implementation of cloud based technology. Provide strategic direction for large scale, International and inter-departmental programmes where required. Provide strategic direction on IS Governance and Special Initiatives processes. Provide IT Strategy that is aligned to business needs / requirements. Oversee the smooth operations of Information Services Operations. Ensure business transformation and partnership with various stakeholders. Align tactical plans to business requirements to ensure effective strategy execution. Liaise with various internal and external stakeholders to support capacity building initiatives. Provide strategic direction on the re-engineering of Standard Operating Procedures (SOPs) for the Branch, and the identification and implementation of service delivery improvement initiatives. Guide the Branch towards improved IS performance. Represent the Department in Cluster Committees and other Government Forums. Build and maintain relationships with internal stakeholders, Information Services Agencies and other spheres of...
government. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Manage compliance with legislation, regulations, DHA policies, procedures and audit requirements. Provide strategic direction on the implementation of national norms and standards where applicable. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required formats. Manage Resources (Human, Financial and Physical) within the Branch. Monitor and report on the Branch’s performance. Ensure alignment between Business- and Resource Plans. Implement effective talent management processes within the Branch (attraction, retention, development). Manage compliance with the performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources, assets, supply chain processes, and service contracts of the Branch in accordance with relevant Legislation and Policy Frameworks. Monitor and effectively manage the Branch’s financial risks.

ENQUIRIES: Ms C Mocke Tel No: (082) 301 8580
APPLICATIONS: Quoting the relevant reference number, direct your application (following the “Directions to Applicants” above), by E-mail: ISrecruitment@dha.gov.za

POST 21/232: DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES REF NO: HRMC 30/20/02 Branch Counter Corruption and Security Services This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in provision of Counter Corruption and Security Services within the Department of Home Affairs (DHA)
Re-advertisement. Candidates who previously applied and are still interested, are encouraged to re-apply

SALARY: R1 521 591 - R1 714 074 per annum (Level 15), (An all-inclusive remuneration package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification in either LLB Forensic Investigation, Criminology, Criminal Justice, Intelligence Management, Public Administration and Management, Administration or any cognate field at NQF level 7 and a post graduate qualification at NQF level 8 as recognised by SAQA. 8-10 years’ experience at a Senior Management level. A Master’s degree in a relevant field will serve as an added advantage. Extensive experience in Counter Corruption, ethical infrastructure and security services. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of the Legislative and Regulatory Frameworks in the Public Service, Core Business Security and Counter Corruption matters. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the latest trends and initiatives in integrity and ethics management, anti-corruption or investigation fields. Good strategic capability and leadership skills. Ability to lead operations and change management initiatives. Good networking, communication, negotiation and problem solving skills. Business report writing and presentation skills. Sound people management and empowerment, as well as financial management skills. Good program and project management capability. Policy research, development, interpretation and implementation skills. Business continuity management and accountability. Knowledge of research methodology and analysis. Strong numerical skills, Knowledge and information management skills. Ability to take decisions and initiate action. Stamina and the ability to demonstrate resilience whilst working under pressure. Good time management skills. Computer literacy. A valid drivers’ license, willingness to travel extensively and work extended hours are essential.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategy direction on physical and information security in the Department. Align and integrate Counter Corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development and implementation of preventative strategy to mitigate identified trends and risks in information - and physical security. Oversee and manage the successful investigation and
analysis of all identified criminal – and law enforcement cases. Liaise with relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure the effective management of the vetting process within the Department. Ensure the development and management of criminal information database for utilisation of relevant statistical management data. Facilitate the development of technical expertise within the Branch and keep abreast of technical developments. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Report on trends in security and criminal activities to relevant forums. Ensure the provision of effective and efficient security services within the department. Ensure the development, implementation, and review of counter corruption and security policies, procedures, standards, systems and practices. Manage forensic, cyber security and conduct security risk assessments. Oversee the monitoring of systems for security gaps, design effective solutions and provide reports. Determine security violations and inefficiencies by conducting periodic audits, and oversee the upgrade of systems by implementing and maintaining security controls. Manage the protection of information systems, the detection of threats to those systems, and the response to detected threats and cyber attacks. Provide leadership on the training of Departmental officials on all applicable security measures. Provide strategic direction, leadership and ensure strategic repositioning. Participate in the strategic planning process for the DHA and ensure the cascading of, and delivery on, the strategic objectives of the Branch. Provide strategic leadership and expert advice on the interpretation and implementation of Counter Corruption Legislation and Policy. Provide strategic advice to the Accounting Officer on matters that have strategic and financial implications on counter corruption operations. Ensure business transformation and partnership with various stakeholders. Align tactical plans to business requirements to ensure effective strategy execution. Liaise with various internal and external stakeholders to support capacity building initiatives. Provide strategic direction on the re-engineering of Standard Operating Procedures (SOPs) for the Branch, and the identification and implementation of service delivery improvement initiatives. Guide the Branch towards improved counter corruption performance. Represent the Department in Cluster Committees and other Government Forums. Build and maintain relationships with internal stakeholders, Security Agencies and other spheres of government. Ensure the practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Manage compliance with legislation, regulations, DHA policies, procedures and audit requirements. Provide strategic direction on the implementation of national norms and standards where applicable. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required formats. Oversee the management and optimisation of Branch’s budget and expenditure in line with financial requirements. Manage Resources (Human, Financial and Physical) within the Branch. Monitor and report on the Branch’s performance. Ensure alignment between Business- and Resource Plans. Implement effective talent management processes within the Branch (attraction, retention, development). Manage compliance with the performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources, assets, supply chain processes, and service contracts of the Branch in accordance with relevant Legislation and Policy Frameworks. Monitor and effectively manage the Branch’s financial risks.

ENQUIRIES : Ms C Mocke Tel No: (082) 301 8580
APPLICATIONS : Quoting the relevant reference number, direct your application (following the “Directions to Applicants’ above), by to: E-mail: CCRecruitment@dha.gov.za
DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE: 21 September 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 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 holders must provide the Police Clearance certificate from country of origin. The DOJ&C is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 21/233: SENIOR FAMILY ADVOCATE: LP9 REF NO: 20/72/CS

SALARY: R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Family Advocate; Mahikeng

REQUIREMENTS: An LLB Degree or recognized 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; Knowledge of Standard Operating Procedure (SOP); Proven track record of previous managerial experience in a legal environment will be an added advantage; A valid driver’s licence. Skills and Competencies: Good communication skills (verbal and writing); Litigation technique (both High Court and Lower Court); Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Diversity management; Dispute and conflict resolution skills; Operational management and people management; Performance information monitoring and analysis; Finance management.

DUTIES: Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organizational performance of the office and its satellites; Manage performance information and complex enquiries; Conduct training and development, performance management, mentoring and coaching; of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance.

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

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-72-CS@justice.gov.za

NOTE: People with disabilities are encouraged to apply.
POST 21/234 : STATE LAW ADVISER LP7- LP8 REF NO: 20/86/LD

SALARY : R763 212 – R1 266 156. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional Law and Administrative Law will be an added advantage. Skills and Competencies: Legal research and legislative drafting; Excellent written and verbal communication skills; Analytical legal thinking; Problem solving and decision making skills; Interpretation and presentation skills; Computer literacy; Ability to work independently and under pressure.

DUTIES : Key Performance Areas: Plan and conduct research, including comparative legal research into court rules; Prepare research papers and make representations to the Rules Board and its committees; Draft rules of court and memoranda; Render administrative support services to the Rules Board and its committees; Process approved amendments and new rules; Perform any other related duties as required.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357 8240

APPLICATIONS : E-mail Address: Quoting the relevant reference number, direct your application to: DOJ20-86-LD@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 21/235 : STATE LAW ADVISER LP7-LP8 REF NO: 20/85/LD

SALARY : R763 212 – R1 266 156 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: An appropriate LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and Administrative Law will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Ability to work under pressure; and independently.

DUTIES : Key Performance Areas: Investigate, evaluate and draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and subordinate legislation which has a bearing on the line functions of the Department; Assist and advice Parliament Committees in the promotion of legislation; Conduct legal research, draft memoranda, reports and government notices; Evaluate and give inputs on draft legislation prepared by other Departments; Perform other duties allocated by supervisor.

ENQUIRIES : Ms. P. Leshilo Tel No: (012) 357 8240

APPLICATIONS : email address: Quoting the relevant reference number, direct your application to: DOJ20-85-LDFO@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 21/236 : DEPUTY DIRECTOR: HR REF NO: 2020/70/GP

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

CENTRE: Regional Office, Johannesburg

REQUIREMENTS: A Bachelor's Degree in Human Resource Management or any relevant qualification with fundamental experience in a Generalist HR environment; Five (5) years relevant experience of which three years should be at management level; In-depth knowledge in all aspects of HR related prescripts; A valid driver’s license. Skills and Competencies: Good Customer relations; Communications (written and verbal) skills; Co-ordination and Planning skills; Performance Consulting; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Organizational Development, Learning and Development, Employment
Relations, Business Process Improvement Methods and any other skills of HR service interest; Contribute to the development and accomplishment of regional business plan and objectives; Ensure effective people management in line with relevant legislative requirements; Act as an employee advocate and change champion; Continually assess the effectiveness of HR.

**ENQUIRIES**

Ms B Mbanga Tel No: (011) 332 9000

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za

**POST 21/237**

**DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 20/84/CFO**

**SALARY**

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

**CENTRE**

National Office, Pretoria

**REQUIREMENTS**

A National Diploma/Degree in Financial Accounting/Management or equivalent qualification at NQF6; Five (5) years relevant experience of which 3 years must be at management level in in Finance, Supply Chain and Internal Control environment; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; A valid driver’s license.

**Skills and Competencies**

- Computer literacy (Microsoft Word, Power Point, Outlook and Excel, etc.);
- Good communication skills (verbal and written);
- Research and analytical skills;
- Strong leadership with strategic capabilities;
- Policy development;
- Research, monitoring and evaluation;
- Report writing;
- Accuracy and attention to detail;
- Presentation and facilitation skills.

**DUTIES**

Key Performance Areas:

- Manage the detection, analysis, alleviation, and prevention of non-compliance in the department; Manage and report on irregular, fruitless and wasteful expenditure registers for the department; Manage the entry of records and ensure that all cases in the register are investigated; Manage the corrective action process of irregular, fruitless and wasteful expenditure in the department; Manage the identification and prevention of internal control weakness in the department.

**ENQUIRIES**

Mr. JH Maluleke Tel No: (012) 3151090

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ20-84-CFO@justice.gov.za

**POST 21/238**

**COURT MANAGER REF NO: 53/20EC**

**SALARY**

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

**CENTRE**

Magistrate Office: Grahamstown

**REQUIREMENTS**

A three (3) year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver’s licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

**DUTIES**

Key Performance Areas:

- Coordinate and manage the financial, human resources of the office as well as risk and security in court; Manage the strategic and business planning processes, the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.

**ENQUIRIES**

Mr P Hattingh Tel No: (043) 702 7000

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: ECRenruitment-53-CM@justice.gov.za or fax to email 0866359104.

**POST 21/239**

**ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 20/88/CFO**

**SALARY**

R376 596 – R443 601 per annum. The successful candidates will be required to sign a performance agreement.
CENTRE : National Office; Pretoria

REQUIREMENTS: A 3 years Degree or National Diploma in Financial Accounting/Financial Management/Supply Chain or equivalent qualification at NQF level 6; A minimum of 3 years relevant experience at supervisory level; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and Organising skills; Good interpersonal relation and communication; Ability to work under pressure in a highly pressurized environment; Creative and analytical skills; Problem solving skills; Policy input and process Analysis; Management Skills.

DUTIES: Key Performance Areas: Facilitate and assist with the assessment, detection, analysis, rectification and prevention of non-compliance with prescripts (DFI, Treasury Regulations, delegations and PFMA); Maintain the accuracy or correctness of Irregular, Fruitless and Wasteful Expenditure checklists and Lead Schedules for Provinces/National Office; Ensure that all Irregular, Fruitless and Wasteful Expenditure Cases are assessed and investigated; Review departmental policies and procedures to identify and prevent internal control weaknesses.

ENQUIRIES: Mr J Maluleke Tel No: (012) 315 1090

APPLICATIONS: Quoting the relevant reference number, direct your application to: DOJ20-88-CFO@justice.gov.za
ANNEXURE L

NATIONAL TREASURY

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

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

MANAGEMENT ECHELON

POST 21/240: HEAD OF GOVERNMENT TECHNICAL ADVISORY CENTRE REF NO: GTAC HEAD/ 2020)
Division: Government Technical Advisory Centre (GTAC)
Purpose: The Government Technical Advisory Centre is accountable to the Minister of Finance and to the National Treasury as prescribed by the Public Service Act. We are looking for a talented and experienced professional with strong technical and managerial expertise in governance, finance, strategic leadership and operational management. It is expected of the successful candidate to lead, direct and drive the GTAC to attain its strategic goals in accordance with its mandate.

SALARY: R1 978 533 – R2 228 820 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: Postgraduate Degree in Management or Commerce (NQF level 8 and above), Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. At least 10 years' management experience within a professional services or public sector environment, Excellent knowledge and understanding of the public sector political context including the statutory and regulatory prescripts, Demonstrated skills in mobilizing resources locally and internationally, Ability to negotiate, Proven ability in strategy formulation for achieving financial and non-financial results, Demonstrated capacity in organisational building/development and people management, Understanding of international donor agencies, Excellent professional written and verbal communication as well as interpersonal skills, Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies including the private sector and international co-operation partners.

DUTIES: Take up a leadership role in the development and management of strategy and focus for the GTAC in line with Government priorities and objectives, Prudent financial management of resources with focus on production efficiency and service delivery, Contribute meaningfully in debates regarding policy, programmes and projects in capacity building within the public sector, Management of transformation, Be at the forefront of partnership development (donors) for the benefit of the entity and its mandate, Ongoing review and reporting of overall performance against set objectives, Management of communication strategy, media and industry representation, and promotion of the GTAC through appropriate forums.

ENQUIRIES: Human Resources Tel No: 012 315 5100
APPLICATIONS: e-mail to Recruit.EXEC@treasury.gov.za
CLOSING DATE: 21 September 2020 at 12:00 pm
POST 21/241: CHIEF DIRECTOR: MODELLING AND FORECASTING REF NO: 049/2020
Division: Economic Policy
Purpose: To develop and maintain micro and macroeconomic models for policy analysis and forecasting in the research and analysis of trends in the domestic and international economies, e.g., monetary policy, exchange rate, trade policy, economic growth, balance of payments, investments and the labour market.

SALARY: R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Development Economics/ Mathematics. A minimum 5 years’ experience at a senior management level (Director) obtained in economics, including experience in modelling and forecasting policy analysis, Knowledge and experience in research and analysis of economic trends and principles, Thorough understanding of South African economic trends, data dissemination of information, Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za

DUTIES: Some key outputs include: Conceptualise and conduct research on macro-economic and micro-economic policy: Identify areas of research for further exploration and integration into policy and relevant strategic initiatives, Provide analytical support to National Treasury and other government agencies and stakeholders on macro-economic and micro-economic policy matters, Analyse Domestic and International Economic Trends, Provide inputs speeches, briefing notes and presentations on macro and micro issues for the Minister of Finance, Deputy Minister and Director-General, Engage foreign and domestic investors, ratings agencies and international organisations on the macroeconomic outlook, Provide a quarterly economic forecast of the economy and provide the way forward with regard to the forecasting of tax revenue Comment and Assess on Research on South Africa Economic Policy, Comment on IMF Article IV reports and policy papers and reports by ratings agencies, OECD economic assessments and relevant academic research, Provide qualitative comments and assessments of research on SA economic issues conducted outside the National Treasury. Provide conceptual outputs of work plan for committees (Stats Sub-committee) Coordinate all National Treasury views on Economic Policy in a report format, Share research findings within into committees during meetings Develop Presentations for requisite Data, Graphs and Research, Arrange for formal presentations to integrate into policy analysis and budget process, Provide an economic outlook in presentations for the utilisation of the Director-General and Minister of Finance, Communicate the views of the Economic Policy and National Treasury to external parties Develop and Maintain Models on the Management of Databases Develop and maintain sets of economic models, including the National Treasury forecasting model, CGE models, small macro models and tax forecasting models. Improve existing models and concurrently developing new models in response to policy questions and future challenges, Maintain the security of data models integrity and databases by encrypting information.

ENQUIRIES: Human Resources onTel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.EP@treasury.gov.za
CLOSING DATE: 21 September 2020 at 12:00 pm

POST 21/242: CHIEF DIRECTOR: MACRO-ECONOMIC POLICY REF NO: 054/2020
Division: Economic Policy
Purpose: To provide research and analysis of trends in the domestic and international economies on macro-economic policy formulation, that include monetary policy, exchange rate, trade policy, economic growth, balance of payments, investment and the labour market.

SALARY: R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Bachelor’s degree in Economics’/ Development Economics. A minimum 5 years’ experience at a senior managerial level (Director) obtained in policy analysis and research, Knowledge and experience of analysis of economic trends and principles, Thorough understanding of South African economic trends and sources of data and information, Knowledge of principles of research methodology and policy dissemination, Successful completion of
the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za

DUTIES : Some key outputs include: Conceptualise and Conduct Research on Macro-economic Policy: Identify areas of research for integration in policy papers on issues linked to the NT strategic plan in alignment of Outcome 4, pertaining to macro-economic policy, Initiate research on aggregate demand, inflation, the exchange rates, investment, trade policy, growth and the labour market, Provide support to stakeholders and other government agencies within the economic cluster and the Presidency, Analyse and comment on Cabinet papers in the promotion and enhancement of macro-economic policy matters, Analyse Domestic and International Economic Trends: Analyse the latest trends in the domestic and international economies related to macro-economic policy formulation, Review monetary policy, exchange rates, trade policy, economic growth, balance of payments, investment and labour markets in the improvement and integration of macro-economic policy, Engage foreign and domestic investors, ratings agencies and international organisations on the future macro-economic outlook for South Africa, Provide Qualitative Comments and Assessments of Research: Provide comments on IMF Article IV reports and policy papers, reports by ratings agencies, OECD economic assessments and other relevant academic research papers, Conceptualise outputs and coordinate logistics for the Macro-Economic Standing Committee between National Treasury and South African Reserve Bank, Facilitate the formation of inputs into bilateral meetings between the Minister of Finance and the Governor of the South African Reserve Bank, Coordinate n of inputs between subcommittees and the Standing Committee on Financial Markets and Banking, Stakeholders Engagement and Coordination: Engage stakeholders and contribute to macro-economic policy of the Budget Review and MTBPS of the budget process, Coordinate inputs from stakeholders and respond to speeches, briefing notes and parliamentary questions on macro-economic matters, Provide inputs to assumptions and discussions on macro-economic forecasts, Participate in domestic roadshows in support of the Asset and Liability Management Division perpetuating National Treasury’s views on the economy to current and potential investors.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : e-mail to Recruit.EP@treasury.gov.za
CLOSING DATE : 21 September 2020 at 12:00 pm
POST 21/243 : DIRECTOR: PUBLIC FINANCE REF NO: 048/ 2020
Division: Public Finance
Purpose: To co-ordinate and strategically monitor the relevant sector(s) in government in the development of financial planning and budgeting, financial management, expenditure and support of service delivery initiatives for policy development and implementation in the sector

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENT : A Degree in economic sciences/ development studies/ social sciences or related fields, 5 years’ experience at a Middle/Senior Managerial level , strategic management, including management of policy processes and project management, In-depth knowledge of policy development and implementation in the relevant sector(s) , Detailed knowledge of: the South African public finance terrain, especially government policy processes, budget processes and financial management (PFMA & TRs) and intergovernmental fiscal relations ,if applicable, Approaches to poverty eradication, inequality and related development issues in South Africa, Relevant sector specific knowledge, Successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za

DUTIES : Some key Outputs include: Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impacts on departmental and public entity and implement relevant policy initiatives, Review the annual budget process, sectoral expenditure review processes and workings of relevant technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process and escalate to stakeholders Budget analysis and financial
planning: Provide strategic direction in government sectoral financing, financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, and Estimates of National Expenditure (ENE and the adjusted ENE), Plan and provide inputs in fiscal and budget processes, prioritise budget co-ordination, inputs into the overall fiscal framework, division of revenue, and national main and adjustment estimates, Create a platform for budget reform and the development of three-year budgets (MTEF) cycle, key service delivery and performance indicators and the integration of strategic planning and annual performance plans with the budget. Financial management, expenditure and service delivery: Develop and maintain internal reporting systems and databases for the IYM and SCOA reports as well as service delivery, Oversee the implementation of the Public Finance Management Act and DORA, if applicable, Advise and monitor the implementation and interpretation of the Treasury Regulations. Policy analysis and implementation: Analysis of policies and advice to the Ministry of Finance, National Treasury and other stakeholders, Participate in sectoral policy processes, institutional reform & implementation, provide support for strengthening coherence of policy processes, undertake policy analysis and costing.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.PF@treasury.gov.za
CLOSING DATE: 21 September 2020 at 12:00 pm
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

National Office: Midrand/ Judicial Support Pretoria/ Constitutional Court: Braamfontein: 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

Eastern Cape/ Port Elizabeth/ Grahamstown/ Bisho/ Umtatha/ East London: 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

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

Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court / Pretoria High Court/ Labour & Labour Appeal Court: 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 Kruiis Street, Johannesburg

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

Mpumalanga/ Middelburg/ Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

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

North West/ Mmabatho: 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

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

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town. 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town

CLOSING DATE: 18 September 2020

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. Candidates wishing to apply for an Internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

POST 21/244 : CHIEF REGISTRAR REF NO: 2020/86/OCJ

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 : Gauteng Division: Pretoria


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. Reporting, 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 T Mbalekwa Tel No: (011) 355 0404
POST 21/245 : OFFICE MANAGER REF NO: 2020/87/OCJ
Re-Advertisement Candidates who previously applied, are encouraged to re-apply).  

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.  
CENTRE : Mpumalanga High Court: Mbombela  
DUTIES : Manage the office of the Judge President at the Mpumalanga High Court (Mbombela). 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 V Maeko/ Mr M Jele Tel No: (013) 753 9308/ 082 309 0910  

POST 21/246 : ASSISTANT DIRECTOR: SALARIES AND TAXATION REF NO: 2020/88/OCJ  
SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.  
CENTRE : National Office: Midrand  
ENQUIRIES : Ms S Tshidino 010 493 2500  

POST 21/247 : IT CO-ORDINATOR REF NO: 2020/89/OCJ  
(3 Year’s Contract)  
SALARY : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.  
CENTRE : Provincial Service Centre: East London

DUTIES: Conduct functional training on Business Systems Applications. Provide IT first line support and liaison with the End-Users and LAN support. Liaise with Contracted Service Providers at Provincial level. Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions. Manage projects for Roll-out of Business systems and training. Compile regional report on the IT system usage and all the IT business systems undertaken.

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

POST 21/248: LABOUR RELATION OFFICER REF NO: 2020/91/OCJ


DUTIES: Handle dispute resolution management in the Department. Represent the Employer at conciliation and arbitration. Handle disciplinary and grievance process to ensure sound employee relations. Develop case management data base for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Rendering Labour Relations advisory services to both management and employees. Report on mandatory labour relations matters. Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions.

ENQUIRIES: Ms S Tshidino Tel No: (010) 493 2500

POST 21/249: SENIOR COURT INTERPRETER REF NO: 2020/92/OCJ

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 will be an added advantage. 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: Render interpreting services in criminal court, civil court, labour and quadi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191
<table>
<thead>
<tr>
<th>POST 21/250:</th>
<th>JUDGES SECRETARY (X6 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY:</td>
<td>R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.</td>
</tr>
<tr>
<td>CENTRE:</td>
<td>Gauteng Local Division: Johannesburg Ref No: 2020/93/OCJ</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Grade (12). One (1) to three (3) years’ Secretarial experience or as an Office Assistant.; A valid driver’s license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application; Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written). Administration and organizational skills; Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure; Attention to detail. Customer care service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.</td>
</tr>
<tr>
<td>DUTIES:</td>
<td>Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; Arrange and diarize appointments; meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file Court records safely. Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute legal research as directed by the Judge and comply with Prescripts; Departmental policies, Procedures and Guidelines.</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>Ms T Mbale Tel No: (011) 355 0404</td>
</tr>
<tr>
<td>POST 21/251:</td>
<td>CHIEF ADMINISTRATIVE CLERK REF NO: 2020/95/OCJ</td>
</tr>
<tr>
<td>SALARY:</td>
<td>R257 508 per annum. The successful candidate will be required to sign a performance agreement.</td>
</tr>
<tr>
<td>CENTRE:</td>
<td>Gauteng Division: Pretoria</td>
</tr>
<tr>
<td>DUTIES:</td>
<td>Knowledge of departmental policies, prescripts and Batho Pele principles, (Client Service). Administer the training and performance management within unit. Render administrative support services. Supervise all staff within unit. To enhance efficiency by implementing processes aimed at ensuring the functioning of legal and administrative procedures in a timely fashion.</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>Ms T Mbalekwa Tel No: (011) 355 0404</td>
</tr>
<tr>
<td>POST 21/252:</td>
<td>REGISTRAR REF NO: 2020/90/OCJ</td>
</tr>
<tr>
<td>SALARY:</td>
<td>R257 073 per annum (MR3 –MR5) (Salary will be in accordance with the Occupation SpecificDispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.</td>
</tr>
<tr>
<td>CENTRE:</td>
<td>Constitutional Court: Braamfontein</td>
</tr>
<tr>
<td>DUTIES:</td>
<td>Co-ordination of Case Flow Management support process to the Judiciary and prosecution. Manage the issuing of all processes initiating Court Proceedings.</td>
</tr>
</tbody>
</table>
Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room.

ENQUIRIES: Mr M Ngonyama Tel No: (011) 359 7590

POST 21/253: ADMINISTRATION CLERK: HELP DESK REF NO: 2020/96/OCJ
(3 Year's Contract)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Thohoyandou High Court
REQUIREMENTS: Grade 12 or equivalent qualification. Skills and Competencies: Good communication, interpersonal and listening skills. Telephone etiquette. Computer literacy (MS Windows and MS Office). Ability to work under pressure and to solve problems. Accuracy and attention to detail.
DUTIES: Maintain high levels of professionalism and maintain a helpful attitude. Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application. Unlock accounts and Resets Passwords. Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician / team for resolution. Monitor logged service requests with specific reference to high priority calls. Become familiar with helpdesk policies and service level agreements. Assist in follow up of calls that are out of SLA.

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

POST 21/254: TYPIST REF NO: 2020/97/OCJ

SALARY: R145 281 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: High Court: Bisho
REQUIREMENTS: Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Accuracy and attention to details. Good interpersonal relations. Planning and organization skills. Ability to work under pressure. Telephone etiquette. Flexibility.
DUTIES: Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports. Dealing with incoming and outgoing post. Assist with fleet management. Typing of memorandums and court orders. Relief administrative personnel where necessary. Scan and save draft orders. Record work in register for monthly statistics.

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

POST 21/255: TYPIST REF NO: 2020/98/OCJ

SALARY: R145 281 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: High Court Gauteng Division: Pretoria
REQUIREMENTS: Grade 12 or equivalent qualification with typing as a passed subject. Minimum typing speed of 20 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations. Planning and organization skills. Problem solving and analysis. Accuracy and attention to detail. Ability to work under pressure. Telephone etiquette.
ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 21/256 : FOOD SERVICE AID REF NO: 2020/99/OCJ
(1 year renewable contract)

SALARY : R122 595 per annum per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein

Requirements : Adult Basic Education and Training Course Level 4/ Grade 10, Two (2) Years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic

DUTIES : Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.

ENQUIRIES : Mr M Ngonyama Tel No: (011) 359 7590
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

Closing Date: 18 September 2020 @ 16:30 pm

Website: www.dpme.gov.za

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

Management Echelon

Post 21/257: Senior Sector Expert: Economy Ref No: 025/2020
Chief Directorate: Economy

Salary: R1 057 326 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State’s contribution to the
Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3-year tertiary qualification (NQF 7) in Economics, Econometrics, Development Studies or equivalent with at least 8 years’ appropriate experience in Economics of which 5 years’ at MMS (Deputy Director or equivalent). A relevant postgraduate qualification (NQF 8) and/or specialist training courses will be an added advantage. Proof of successful completion of the NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS level) Competencies / Skills: strong research skills and report writing skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications is essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.

**DUTIES**

The successful incumbent will be responsible to provide technical support to the National Planning Commission with respect to the Economy sector. This entails giving support to the National Planning Commission and economy work stream and supervising commissioned research for the National Planning Commission. Prepare and review economic research documents and coordinate policy in relation to the implementation of the National Development Plan. Ensuring the Chief Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate and ensuring sound corporate governance mechanisms for the Chief Directorate.

**ENQUIRIES**

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

**OTHER POST**

**POST 21/258**

INDEPENDENT RISK AND COMPLIANCE MANAGEMENT COMMITTEE CHAIRPERSON REF NO 026/2020

Directorate: Risk, Anti-Corruption & Integrity Management (Three (3) Years Contract)

**SALARY**

In terms of Section 38 of the Public Finance Management Act (PFMA), the Department of Planning, Monitoring and Evaluation requires the services of a qualified and interested person to serve as the Chairperson of the Risk and Compliance Management Committee. Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department’s related policies in line with the National Treasury guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

A minimum of a Bachelor’s Degree and a Post-Graduate Degree in Auditing, Risk Management or Business Administration. Qualifications such as CA /MBA /CIA or CRM Practitioner, will be an added advantage. The ideal candidate should have 5 - 10 years management experience gained from Strategic Management, Risk Management and/or an Auditing / Financial, Anti-Fraud and Corruption environments, preferably in the public service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous. The ideal candidate must have excellent knowledge of the Risk Management, Corporate Governance, Compliance Management, Public Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), ISO 31000 Standard, COSO model and Public Sector Risk Management Framework. Applicants should be independent and knowledgeable on the status of their position as Chairperson of the Risk and Compliance Management Committee. The ideal candidate should have good technical skills. Produce good quality of work, be reliable, acceptance of responsibility and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a
team. Planning and execution skills. Ability to work under pressure and meet tight deadlines.

**DUTIES**

The successful candidate will be responsible to assist the Accounting Officer/Authority in the effective execution of his/her responsibilities and fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer in building trust and confidence on how the Department is managed and regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

**ENQUIRIES**

Mr N Nomlala Tel No: (012) 312-0452
APPLICATIONS : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 or 642 Cnr. Olivia street and Jacqueline Drive, Garstfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe@basadzi.co.za; Tel 012 998 8953/8049

FOR ATTENTION : Human Resources

CLOSING DATE : 18 September 2020

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV 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. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

POST 21/259 : ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL (PERSONAL ASSISTANT) REF NO DPE/2020/007
Unit: Office of the Director-General

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a relevant undergraduate qualification at NQF level 7 recognised by SAQA accompanied by at least 5 years’ appropriate executive office administration. Knowledge of general office administration and ability to operate and organise office efficiently. Analytical and innovative thinking ability as well as problem solving and interpersonal skills. High level of reliability. Ability to work under pressure.

DUTIES : Provide a secretarial and receptionist support service. Receive phone calls from a verity of sources and in addition to calls directly to the DG, apply discretion to redirect clients to appropriate organisational component/entity and finalise matters of a general or administrative nature. Performs advance typing work and the development of presentations. Operates and ensure that office equipment is in a working order by arranging the regular servicing thereof. Coordinate with the DG her/his engagements, keep a realistic schedule of the engagements of the DG and provide an early warning service. Coordinate and follow-up on input requirements of the DG for her/his scheduled engagements. Utilises discretion to accept or decline requests for meetings with the DG based on the importance of such requests. Coordinate the development of Office’s Engagement Schedule. Renders administrative support services to the DG. Ensure the effective and timeous flow of submissions and reports to and from the Office of the DG. Ensure the safekeeping of all documents and electronic information in the Office of the DG in line with the approved File Plan, relevant legislation and policies. Obtain inputs on matters of a general nature and compile reports such as: Progress Reports, Monthly Reports. Analyse and quality assures submissions of a general nature and made notes/inputs to the DG. Draft responses on matters of a general nature (received from internal and external stakeholders) for consideration and sign-off by the DG. Draft on instruction correspondence for the DG. Research topics of a general nature on behalf of the HOD. Develop and publish position papers to be used by the HOD during interaction with stakeholders and meetings of a
general nature. Perform quality assurance. Develop and maintain an information repository of key information that is required by the HOD on a regular basis. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify and manage the financial, human and equipment resources of the Office. Direct, manage and account for the utilisation of the Office’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Office. Direct the utilisation of technology in support of the Office’s business processes.

ENQUIRIES: Mr George Malatsi Tel No: (012) 431 1117
ANNEXURE P

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

POST 21/260 : SECRETARY REF NO: HRM/05/08/2020
Division: Human resource
Section: Labour Management
Component: Labour Relations

SALARY : R173 703 per annum (Level 05)

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12); Be proficient in at least two official languages, of which one must be English; Must be a SA citizen. Must have no previous convictions or cases pending; Applicants will be subjected to a vetting process which will include security screening and finger prints verification; Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES : Core Functions: Type reports, letters, memoranda and monitor flow of documents to and from the office of the Sections Head. Manage the diary of the Section Head for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain an updated filing system for the office of the Section Head. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Section Head and take messages professionally. Provide support during meetings and workshops involving the office of the Section Head.

ENQUIRIES : can be directed to Lieutenant Colonel Motsepa/Captain Ratau and Captain Zulu at Tel No: (012) 432 7814/7514/7574

APPLICATIONS : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to Only One of the e-mail addresses below: motsepatebogo@saps.gov.za , ZuluZL@saps.gov.za : rataui@saps.gov.za
No further e-mail correspondence will be entertained after submission of application

NOTE : General: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID and all other educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be mailed timeously. Late applications will not be accepted or considered.

CLOSING DATE : 18 September 2020
POST 21/261

ADMINISTRATION CLERK
Division Human Resource Development

SALARY CENTRE
R173 703 per annum (Level 05)
Pretoria: Division HRD, ETD Curriculum Development Policing, Visible Policing
Ref No: 1/8/2020 HRD (X1 Post)
Pretoria Division HRD, ETD Curriculum Development Policing, Tactical Policing: Ref No: 2/8/2020 HRD (X1 Post)
Pretoria Division HRD, Skills Development, Skills Audit Coordination: Ref No: 3/8/2020 HRD (X1 Post)
Pretoria Division HRD, ETD Policy and Standards: Ref No: 4/8/2020 HRD (X1 Post)
Pretoria Division HRD, ETD Research and Quality Management, (Ref No: 5/8/2020 HRD) (X1 Post)
Division HRD, Basic Police Development: Ref No: 8/8/2020 HRD (X2 Posts)
SAPS Academy Tshwane: Ref No: 31/8/2020 HRD (X2 Posts)
SAPS Academy All Saints: Ref No: 35/8/2020 HRD (X1 Post)
SAPS Academy Bishop Lavis: Ref No: 39/8/2020 HRD (X1 Post)

REQUIREMENTS
Additional Requirements: In possession of a Senior Certificate (Grade 12)
Computer literacy in MS Word, Excel and Power Point may serve as an advantage.

DUTIES
Core Functions: To provide an administrative and clerical support services to the section. Perform filing duties. Maintain a filing system and Data Base. Administer logistical and financial matters.

ENQUIRIES
Division HRD: Colonel Allen/PO Kgomo
Tel No: (012) 334 3898/3894
SAPS Academy Tshwane, Lt Col S Nel
Tel No: (012) 353 9005/071 313 3604
SAPS Academy All Saints, Capt Foloti, Tel No: (040) 608 2208/ 083 464 5926
SAPS Academy Bishop Lavis, Capt Cubeni, Tel No: (021) 935 5504/ 083 318 5816

APPLICATIONS
Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail address:
Division HRD KgomoKF@saps.gov.za
SAPS Academy Tshwane: nelis@saps.gov.za
SAPS Academy All Saints: FolotiET@saps.gov.za
SAPS Academy Bishop Lavis: Bishopl.coll.support@saps.gov.za, Greuneni@saps.gov.za

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

CLOSING DATE
18 September 2020 at 16:00
POST 21/262 : 

**REGISTRATION CLERK**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Division HRD, Finance and Administration Service, Ref No: 6/8/2020 HRD (X1 Post)  
**REQUIREMENTS** : In possession of a Senior Certificate (Grade 12) Computer literacy in MS Word, Excel and Power Point may serve as an advantage.  
**DUTIES** : Core Functions: Administer personnel records of all members within the Division HRD. Administer all incoming and outgoing correspondence. Manage and maintain a filing system. Maintain archives system in accordance with regulations.  
**ENQUIRIES** : Division HRD - Colonel Allen/PO Kgomo Tel No: (012) 334 3898/3894  
SAPS Academy Oudtshoorn, WO Oosthuizen Tel No: (044) 203 2223/084 502 2220  
**APPLICATIONS** : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail address:  
Division HRD: KgomoKF@saps.gov.za  
SAPS Academy Oudtshoorn: OosthuizenR@saps.gov.za  
**NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applicants may only apply for a maximum of 3 posts.  
**CLOSING DATE** : 18 September 2020 at 16:00.

POST 21/263 : 

**SENIOR PROVISIONING ADMINISTRATION CLERK REF NO: 7/8/2020 HRD) (X1 POST)**

Division: HRD, SCM

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : In possession of a Senior Certificate (Grade 12) Computer literacy in MS Word, Excel and Power Point may serve as an advantage.  
**DUTIES** : Core Functions: Perform procurement related tasks. Receive and deal with order forms and invoices. Maintain a database and filing system. Render general administration functions.  
**ENQUIRIES** : Division HRD - Colonel Allen/PO Kgomo, Tel No: (012) 334 3898/3894
Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquiries directed as per post number to the following e-mail address: Division HRD - Colonel Allen/Po Kgomo, KgomoKF@saps.gov.za

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

CLOSING DATE : 18 September 2020 at 16:00.

POST 21/264 : SENIOR ACCOUNTING CLERK

SALARY : R173 703 per annum
CENTRE : SAPS Academy Graaff Reinet Ref No: 43/8/2020 HRD (X1 Post)
          SAPS Academy Phillipi Ref No: 51/8/2020 HRD (X1 Post)

REQUIREMENTS : In possession of a Senior Certificate (Grade 12) Computer literacy in MS Word, Excel and Power Point may serve as an advantage.


ENQUIRIES : SAPS Academy Graaff Reinet, Capt Meyer, Tel No: (049) 807 5203
           SAPS Academy Phillipi, Lt Col Serek, Tel No: (082) 772 9870

APPLICATIONS : Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquiries directed as per post number to the following e-mail address:
               SAPS Academy Graaff Reinet: MeyerU@saps.gov.za, TalajRJ@saps.gov.za
               SAPS Academy Phillipi: PHILLIPISUPPORT@saps.gov.za

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

**CLOSING DATE**
18 September 2020 at 16:00.

**POST 21/265**
PERSONNEL OFFICER

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

**CENTRE**
SAPS Academy Bhisho Ref No: 37/8/2020 HRD (X1 Post)
SAPS Academy Mthatha Ref No: 45/8/2020 HRD (X1 Post)
SAPS Academy Ulundi Ref No: 53/8/2020 HRD (X1 Post)

**REQUIREMENTS**
In possession of a Senior Certificate (Grade 12) Computer literacy in MS Word, Excel and Power Point may serve as an advantage.

**DUTIES**
Core Functions: Administer general personnel related matters. Organisational structure and establishment matters. Personnel structuring and other conditions of service. Staff utilisation, Personnel development, Labour relations.

**ENQUIRIES**
SAPS Academy Bhisho, Capt Davids, Tel No: (040) 608 8267 /083 515 3042
SAPS Academy Mthatha, Lt Col Mabhengwana/Capt Bidia, Tel No: (082) 330 6066/083 618 2214
SAPS Academy Ulundi, Lt Col Mhlungu, Tel No: (035) 879 8906/082 330 6783

**APPLICATIONS**
Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail address:
SAPS Academy Bhisho: DavidsC3@saps.gov.za ExfordJ@saps.gov.za
SAPS Academy Mthatha: Mabhengwana@saps.gov.za BidiaM@saps.gov.za
SAPS Academy Ulundi: ulundi.train/hrm@saps.org.za

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

**CLOSING DATE**: 18 September 2020 at 16:00.

**POST 21/266**: CHEF

**SALARY**: R173 703 per annum

**CENTRE**: SAPS Academy Addo Ref No: 14/8/2020 HRD (X2 Posts)
SAPS Academy Benoni Ref No: 15/8/2020 HRD (X2 Posts)
SAPS Academy Thabong Ref No: 18/8/2020 HRD (X1 Post)
SAPS Academy Ref No: 20/8/2020 HRD (X2 Posts)
SAPS Academy Paard Ref No: 22/8/2020 HRD (X1 Post)

**REQUIREMENTS**: Applicants must be in possession of a Senior Certificate (Grade 12). Additional Requirements: Applicants must be in possession of a certificate in food preparation / catering will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

**DUTIES**: Core Functions: Administer general mess matters. Administer mess purchases. Control Mess stock. Set up the kitchen for meal preparations with cooking utensils and equipment. Plan, prepare/cook of food as per healthy menu. Ensure well cooked food and appealing plate presentation. Serve meals and provide waiter service. Compliance in terms of hygiene and safety regulations in the kitchen.

**ENQUIRIES**: SAPS Academy Addo, Capt E Smith Tel No: 078 374 8860
SAPS Academy Benoni, Capt E Smith Tel No: 078 374 8860
SAPS Academy Thabong, PPO MM Mofokeng, Tel No: (057) 3918127/ 073 234 8795
SAPS Academy Arcadia, Capt K Boshoff, Tel No: (012) 334 1868 / 082 679 5849
SAPS Academy Paarl, Lt Col A Buirman, Tel No: (021) 807 9000 /074 124 1697

**APPLICATIONS**: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquiries directed as per post number to the following e-mail address:
SAPS Academy Addo, Capt E Smith Tel No: 078 374 8860
SAPS Academy Addo, Capt E Smith Tel No: 078 374 8860
SAPS Academy Arcadia, Capt K Boshoff, Tel No: (012) 334 1868 / 082 679 5849
SAPS Academy Paarl, Lt Col A Buirman, Tel No: (021) 807 9000 /074 124 1697

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

**POST 21/267**  
**ADMINISTRATION CLERK REF NO: FS 04/2020**  
Division: Forensic Services  
Component Office of the Acting Divisional Commissioner: Forensic Services  

**CENTRE**: Arcadia, Pretoria  
**SALARY**: R173 703 per annum (Level 05)  
**REQUIREMENTS**:  
Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Core Functions: To provide an administrative and clerical support services to the section. Perform filing.

**APPLICATIONS**:  
Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za  

**NOTE**:  
Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to.

References will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.
DUTIES
Administer general personnel related matters. Administer transfers and allowances. Maintain databases; Render general administration functions.

REQUIREMENTS
Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to vetting process which will include security screening and fingerprint verification.

CENTRE
Arcadia, Pretoria

SALARY
R173 703 per annum (Level 05)

APPLICATIONS
Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

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

CLOSING DATE
18 September 2020 at 16h00

POST 21/269
PERSONNEL OFFICER REF NO: FS 06/2020
Division: Forensic Services
Component: Human Resource Management: Support Services: Forensic Services

DUTIES
Core Fuctions Administer general personnel related matters. Administration of data integrity and assist with recruitment, promotions and functions related to the Section. Render general administration functions.
ENQUIRIES : Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

APPLICATIONS : Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

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

CLOSING DATE : 18 September 2020 at 16h00

POST 21/270 : PERSONNEL OFFICER

REF NO: FS 07/2020

Division: Forensic Services
Component: Human Resource Management: Support Services: Forensic Services

SALARY : R173 703 per annum (Level 05)

CENTRE : Arcadia, Pretoria

REQUIREMENTS : Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Core Functions: Administer general personnel related matters. Administration of leave and assist with Service terminations and functions related to the Section. "Render general administration functions.

ENQUIRIES : Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

APPLICATIONS : Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

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

CLOSING DATE : 18 September 2020 at 16h00

POST 21/271 : PERSONNEL OFFICER REF NO: FS 08/2020
Division: Forensic Services
Component: Human Resource Utilisation: Support Services: Forensic Services

SALARY : R173 703 per annum (Level 05)

CENTRE : Arcadia, Pretoria

REQUIREMENTS : Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES : Core Functions: Administer and capture PEP documents and Job Description. Administer grievances and Labour Relations matters; Administer Employment equity and HR planning. Render general administration functions.

ENQUIRIES : Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

APPLICATIONS : Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

NOTE : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment.
environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.

**CLOSING DATE**: 18 September 2020 at 16h00

**POST 21/272**

**ACCOUNTING CLERK REF NO: FS 09/2020**

**Division**: Forensic Services

**Component**: Financial Management and Administration

**Support Services**: Forensic Services

**REQUIREMENTS**

Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A comprehensive Curriculum Vitae and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Applications must be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Reference checking will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.

**DUTIES**

Core Functions: Administer financial related matters. Administer and maintain a filing system. Co-ordinate and process all reports. Ensure compliance with the PFMA Act. Monitoring of budget reports; Render general administration functions.

**ENQUIRIES**

Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

**APPLICATIONS**

Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

**NOTE**

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

CLOSING DATE: 18 September 2020 at 16h00

POST 21/273: PROVISIONING ADMINISTRATION CLERK REF NO: FS 10/2020
Division: Forensic Services
Component: Supply Chain Management: Support Services: Forensic Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Arcadia, Pretoria
REQUIREMENTS: Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES: Core Functions: Perform facility related tasks. The rendering of an effective and efficient administrative service including Lodging and monitoring of fault calls at Department of Public Works. Perform general plumbing system maintenance and general electrical system maintenance tasks. Administration of administrative tasks related to Supply Chain Management. *Render general administration functions.

ENQUIRIES: Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

APPLICATIONS: Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

NOTE: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The if a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.
CLOSING DATE  :  18 September 2020 at 16h00
POST 21/274  :  DATA TYPIST REF NO: FS 11/2020
Division: Forensic Services
Component: Case Management: Chemistry: Forensic Science Laboratory: Forensic Services
SALARY :  R173 703 per annum (Level 05)
CENTRE :  Silverton, Pretoria
REQUIREMENTS :  Must be in possession of a Senior Certificate (Grade 12); Computer literacy in MS Word, Excel and Power Point may serve as an advantage. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
ENQUIRIES :  Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155
APPLICATIONS :  Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za
NOTE :  Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The if a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.
CLOSING DATE  :  18 September 2020 at 16h00
POST 21/275  :  HANDYMAN REF NO: 11/8/2020 HRD (X1 POST)
Division: HRD, SCM
SALARY :  R122 595 per annum (Level 03)
CENTRE :  Pretoria
REQUIREMENTS :  Applicants must be in possession of a Grade 10 or higher Certificate/ Equivalent Qualification. Additional Requirements: Basic literacy, numeracy and communication skills. Be able to read and write The ability to operate
elementary machines and equipment. Willing to work extended hours, when necessary.

**DUTIES**

Core Functions: Perform general plumbing system maintenance tasks. Perform general electrical system maintenance tasks. Provide general maintenance and repairs. Attend to the completion of administrative and procedural reports related to maintenance and repairs.

ENQUIRIES

Colonel Allen/PO Kgomo Tel No: (012) 334 3898/3894

APPLICATIONS

Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail address: Division HRD - Colonel Allen/PO Kgomo, KgomoKF@saps.gov.za

NOTE

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

CLOSING DATE: 18 September 2020 at 16:00.

POST 21/276: GENERAL WORKER

Presidential Protection Service

SALARY: R102 534 per annum (Level 02)

CENTRE:

PPS Head Office: Maupa Naga Ref No: PPS 1/08/2020 (X4 Posts)
PPS Union Building Ref No: PPS 2/08/2020 (X2 Posts)
PPS Bryntirion Ref No: PPS 3/08/2020 (X2 Posts)
PPS KZN: Nkandla Ref No PPS 4/08/2020 (X1 Post)
PPS KZN: Cato Manor Ref No: PPS 5/08/2020 (X1 Post)
PPS KZN: Dube House Ref No: PPS 6/08/2020 (X1 Post)
PPS WC: Rondebosch Ref No: PPS 7/08/2020 (X2 Posts)
PPS EC: Mthatha Ref No: PPS 8/08/2020 (X1 Post)

REQUIREMENTS:

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

DUTIES:

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

**ENQUIRIES**

Head Office: Capt Kganyago, WO Sithebe, AC Sekwape, AC Modiha, and PO
Sibande Tel No: (012) 4005310/ 6840/ 6552/ 7039
Kwazulu Natal: Lt Col Mkhide and Capt Malinga Tel No: (031) 2037326 / 7329
Cape Town: Capt Bestbier, WO Teyise Tel No: (021) 4676485 / 6489
Eastern Cape: PPO Mtotywa, and Admin Clerk Gcaba Tel No: (047) 5312373

**APPLICATIONS**

Hand Delivered To: Maupa Naga Building, 3 CNR Park and Troy Street,
Sunnsyide Head Office email KganyagoNN@saps.gov.za
PPS Durban, 446 Vuhi Mzimela Road, Cator Manor Durban: KZN email:
MkhizeSiyabonga@saps.gov.za
PPS Cape Town, 4th Floor Gama House, Town: Cape Town E-mail address
BesbierA@saps.gov.za
PPS EC: Cnr Ledys Street and Owen Street Bothasgaw Building Eastern
Cape: Eastern Cape email: MtotywaN@saps.gov.za

**NOTE**

Only the official application form (available on the SAPS website
(www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83
previously utilized will no longer be accepted. All instructions on the application
form must be adhered to. Failure to do so may result in the rejection of the
application. The post particulars and reference number of the post must be
correctly specified on the application form. A comprehensive Curriculum Vitae
must be submitted together with the application form as well as copies of an
applicant’s ID and all educational qualifications. It is not necessary for
certification and commissioning of applications at this stage due to COVID-19
restrictions. Qualifications submitted will be subjected to verification checking
with the relevant institutions. The South African Police Service will verify the
residential address of applicants and conduct reference checks. Appointments
will be made in terms of the Public Service Act, 1994 as applicable to the post
environment. If a candidate is short-listed, it can be expected of him/her to
undergo a personal interview as well as a practical assessment. Reference
checking will be conducted on all short listed applicants. Short-listed
candidates for appointment to certain identified posts, will be vetted in terms of
the Criminal Law (Sexual Offences and Related Matters) Amendment Act,
2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A
candidate whose particulars appear in either the National Register for Sex
Offenders or Part B of the Child Protection Register, will be disqualified from
appointment to that post. All short-listed candidates will be subjected to
fingerprint screening. Correspondence will be conducted with successful
candidates only. If you have not been contacted within 3 months after the
closing date of this advertisement, please accept that your application was
unsuccessful. The South African Police Service is under no obligation to fill a
post after the advertisement thereof. Applications must be e-mailed timeously.
Late applications will not be accepted or considered.

**CLOSING DATE**

18 September 2020

**POST 21/277**

SECURITY OFFICER REF NO: 9/8/2020 HRD (X1 POST)
Division: HRD, SCM

**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Pretoria

**REQUIREMENTS**

Be in possession of a Senior Certificate (Grade 12)*Registration with the
Private Security Industry Regulatory Authority (PSIRA)*Be in possession of at
least a Grade E security certificate, however, preference may be given to
applicants in possession of a Grade D or higher certificate Driver’s license for
a light motor vehicle will serve as an advantage Not declared unfit to possess
a fire-arm Be willing to work shifts and extended hours.

**DUTIES**

Core Functions: Execute control admission by positive identification of officers
/ employees, visitors and maintenance personnel before they are allowed to
enter the premises issue admission control cards to visitors and receive them
back*Keep the necessary visitor’s register Check supplies, articles and objects,
where necessary, before they are allowed to be brought into the premises to
ensure that the safety of the premises will not be threatened Control the
admission of vehicles in fenced-off areas Patrol buildings and fenced-off areas
Guard vehicles, workshops and equipment in the field Supervise cleaners and
maintenance personnel – Only from a security point of view Check all security

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equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Render assistance to security offices in the performance of duties.

ENQUIRIES: Colonel Allen/PO Kgomo Tel No: (012) 334 3898/3894
APPLICATIONS: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail address: Division HRD, Colonel Allen/PO Kgomo, 012 334 3898/3894, KgomoKF@saps.gov.za

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

CLOSING DATE: 18 September 2020 at 16:00.

POST 21/278: GRONDSMAN REF NO: PPS 9/08/2020 (X1 POST)

SALARY: R102 534 per annum (Level 02)
CENTRE: PPS KZN Cato Manor
REQUIREMENTS: Applicants must display competency in the post-specific functions of the post; Be a South African Citizen; A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Willing to work irregular hours.

DUTIES: Core Functions. Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area. 

ENQUIRIES: KwaZulu Natal: Lt Col Mkhize and Capt Malinga Tel No: (031) 2037326 / 7329
APPLICATIONS: PPS Durban, 446 Vusi Mzimela Road, Cato Manor Durban: KZN email: MkhizeSiyabonga@saps.gov.za

NOTE: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form as well as copies of an applicant’s ID and all educational qualifications. It is not necessary for
certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be e-mailed timeously. Late applications will not be accepted or considered.

**CLOSING DATE**: 18 September 2020

**POST 21/279**: FOOD SERVICE AID

**SALARY**: R102 534 per annum

**CENTRE**
- Division HRD, SCM, Pretoria Ref No: 10/8/2020 HRD (X3 Posts)
- SAPS Academy Mankwe Ref No: 24/8/2020 HRD (X3 Posts)
- SAPS Academy Rietondale Ref No 29/8/2020 HRD (X1 Post)
- SAPS Academy Tshwane Ref No: 34/8/2020 HRD (X8 Posts)
- SAPS Academy Bhisho Ref No: 38/8/2020 HRD (X3 Posts)
- SAPS Academy Graaff Reinet Ref No: 44/8/2020 HRD (X3 Posts)
- SAPS Academy Mthatha Ref No: 47/8/2020 HRD (X1 Post)
- SAPS Academy Oudtshoorn Ref No: 50/8/2020 HRD (X3 Posts)
- SAPS Academy Ulundi Ref No: 56/8/2020 HRD (X1 Post)

**REQUIREMENTS**
- A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

**DUTIES**
- Core Functions: Prepare and serve refreshments. Render food service support functions. Prepare meals and clean equipment. Prepare dining halls. Ensure a clean and hygienic working environment. Perform general administrative functions within catering.

**ENQUIRIES**
- Division HRD, Colonel Allen/PO Kgomo, 012 334 3898/3894
- SAPS Academy Mankwe, Capt E Roos, Tel No: (014) 558 8184 /082 560 0725
- SAPS Academy Rietondale, Capt Moswathupa, Tel No: (012) 329 6875 /082 625 5807
- SAPS Academy Tshwane, Lt Col S Nel, Tel No: (012) 353 9005 /071 313 3604
- SAPS Academy Bhisho, Capt Davids, Tel No: 040608 8267 /083 515 3042
- SAPS Academy Graaff Reinet, Capt Meyer, Tel No: 049 807 5203
- SAPS Academy Mthatha, Lt Col Mabhengwana/Capt Bidla, Tel No: (082) 330 6066/083 618 2214
- SAPS Academy Mthatha, Lt Col Mabhengwana/Capt Bidla, Tel No: (082) 330 6066/083 618 2214
- SAPS Academy Ulundi, Lt Col Mhlungu, Tel No: (035) 879 8906/082 330 6783

**APPLICATIONS**
- Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquiries directed as per post number to the following e-mail address:Division HRD-KgomoKF@saps.gov.za
- SAPS Academy Mankwe: RoosElmarie@saps.gov.za
- SAPS Academy Rietondale: MoswathupaMR@saps.gov.za
- SAPS Academy Tshwane: neils@saps.gov.za
- SAPS Academy Bhisho: DavidsC3@saps.gov.za, ExfordJ@saps.gov.za
- SAPS Academy Graaff Reinet: MeyerU@saps.gov.za, TalaRJ@saps.gov.za
- SAPS Academy Mthatha, Lt Col Mabhengwana/Capt Bidla, Mabhengwana@saps.gov.za, BidlaM@saps.gov.za
- SAPS Academy Oudtshoorn: OosthuizenR@saps.gov.za
- SAPS Academy Ulundi: ulundi.train.hrm@saps.org.za

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

CLOSING DATE: 18 September 2020 at 16:00.

POST 21/280: GENERAL WORKER

SALARY: R102 534 per annum (Level 02)
CENTRE: Division HRD, ISPD, ETDP Centre, Pretoria (Post no 12/8/2020 HRD) (X1 Post) Post in placed in Pretoria West)
SAPS Academy Benoni (Post No 16/8/2020 HRD (X2 Posts)
SAPS Academy Rietondale (Post No 28/8/2020 HRD (X1 Post)
SAPS Academy Thabong Ref No: 19/8/2020 HRD (X2 Posts)
SAPS Academy Arcadia Ref No: 21/8/2020 HRD (X2 Posts)
SAPS Academy Mankwe Ref No: 23/8/2020 HRD (X4 Posts)
SAPS Academy Atteridgeville Ref No: 25/8/2020 HRD (X3 Posts)
SAPS Academy Chatsworth Ref No 26/8/2020 HRD (X2 Posts)
SAPS Academy Hammanskraal Ref No 30/8/2020 HRD (X9 Posts)
SAPS Academy Tshwane Ref No: 32/8/2020 HRD (X4 Posts)
SAPS Academy All Saints Ref No: 36/8/2020 HRD (X3 Posts)
SAPS Academy Bishop Lavis Ref No: 42/8/2020 HRD (X1 Post)
SAPS Academy Mthatha Ref No: 48/8/2020 HRD (X1 Post)
SAPS Academy Phillipi Ref No: 52/8/2020 HRD (X3 Posts)
SAPS Academy Ulundi Ref No: 55/8/2020 HRD (X1 Post)

REQUIREMENTS: A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

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

ENQUIRIES: Division HRD, Colonel Allen/PO Kgomo, Tel No: (012) 334 3898/3894
SAPS Academy Benoni, Capt M Reddy, Tel No: (011) 746 6321
APPLICATIONS

Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquiries directed as per post number to the following e-mail address:

Division HRD: KgomoKF@saps.gov.za
SAPS Academy Benoni: ReddyM3@saps.gov.za
MoswathupaMR@saps.gov.za
SAPS Academy Thabong, PPO MM Mofokeng: Thabong.train.hrm@saps.gov.za
SAPS Academy Arcadia: BoshoffK@saps.gov.za
SAPS Academy Mankwe: RoosElmarie@saps.gov.za
SAPS Academy Atteridgeville: NombangaSH@saps.gov.za
SAPS Academy Chatsworth: MolefeM4@saps.gov.za
SAPS Academy Hammanskraal: MabenaD@saps.gov.za
SAPS Academy Tshwane: nelis@saps.gov.za
SAPS Academy All saints: FolotiET@saps.gov.za
SAPS Academy Bishop: Bishopcoll.support@saps.gov.za, Greunenj@saps.gov.za
SAPS Academy Mthatha: Mabengwana@saps.gov.za, BidlaM@saps.gov.za
SAPS Academy Phillipi, Lt Col Sereko: PHILLIPISUPPORT@saps.gov.za
SAPS Academy Ulundi: ulundi.train.hrm@saps.org.za

NOTE

Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applicants may only apply for a maximum of 3 posts.
CLOSING DATE: 18 September 2020 at 16:00.

POST 21/281: GROUNDSMAN

SALARY: R102 534 per annum (Level 02)
CENTRE: SAPS Academy Benoni Ref No: 17/8/2020 HRD (X1 Post)
          SAPS Academy Chatsworth Ref No: 27/8/2020 HRD (X1 Post)
          SAPS Academy Bishop Lavis Ref No: 41/8/2020 HRD (X1 Post)
          SAPS Academy Mthatha Ref No: 46/8/2020 HRD (X1 Post)

REQUIREMENTS: A Grade 10 qualification will serve as an advantage
Basic literacy, numeracy and communication skills
Be able to read and write
The ability to operate elementary machines and equipment
Willing to work extended hours, when necessary.

DUTIES: Core Functions: Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.

ENQUIRIES: SAPS Academy Benoni, Capt M Reddy, Tel No: (011) 746 6321
          SAPS Academy Chatsworth, Capt AM Molefe, Tel No: (031) 402 7012 /084 448 8108
          SAPS Academy Bishop Lavis, Capt Cubeni, Tel No: (021) 935 5504/ 083 318 5816
          SAPS Academy Mthatha, Lt Col Mabhengwana/Capt Bidla, Tel No: (082) 330 6066/083 618 2214

APPLICATIONS: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail address:
          SAPS Academy Benoni: ReddyM3@saps.gov.za
          SAPS Academy Chatsworth: MolefeM4@saps.gov.za
          SAPS Academy Bishop Lavis: Bishopl.coll.support@saps.gov.za
          SAPS Academy Mthatha: Mabhengwana@saps.gov.za, BidlaM@saps.gov.za

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

If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applicants may only apply for a maximum of 3 posts.

CLOSING DATE: 18 September 2020 at 16:00.

POST 21/282: MESSENGER

SALARY: R102 534 per annum (Level 02)
CENTRE: Division HRD, BPD, Pretoria Ref No: 13/8/2020 HRD (X1 Post)
SAPS Academy Tshwane Ref No: 33/8/2020 HRD (X1 Post)
SAPS Academy Bishop Lavis Ref No: 40/8/2020 HRD (X1 Post)
SAPS Academy Ulundi REF NO: 54/8/2020 HRD (X1 Post)

REQUIREMENTS
A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

DUTIES
Core Functions: Provide messenger and posting service. Keep the records of collected, delivered and other documents.

ENQUIRIES
Division HRD, Colonel Allen/PO Kgomo Tel No: (012) 334 3898/3894
SAPS Academy Tshwane, Lt Col S Nel Tel No: (012) 353 9005 /071 313 3604
SAPS Academy Bishop Lavis, Capt Cubeni Tel No: (021) 935 5504/ 083 318 5816

APPLICATIONS
Due to restriction of movement as a result of COVID-19, application forms must be e-mailed and enquires directed as per post number to the following e-mail addresses:
Division HRD: KgomoKF@saps.gov.za
SAPS Academy Tshwane: neils@saps.gov.za
SAPS Academy Bishop Lavis: Bishopl.coll.support@saps.gov.za,
Grenenj@saps.gov.za
SAPS Academy Ulundi, Lt Col Mhlungu: ulundi.train.hrm@saps.org.za

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

CLOSING DATE
18 September 2020 at 16:00.

POST 21/283
FOOD SERVICES AID REF NO: FS 12/2020
Division: Forensic Services
Component: Office of the Acting Divisional Commissioner: Forensic Services

SALARY
R102 534 per annum (Level 02)

CENTRE
Arcadia, Pretoria

REQUIREMENTS
A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary. Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
**APPLICATIONS**

**DUTIES**

Core Functions: Prepare and serve refreshments. Render food service support functions. Prepare meals and clean equipment. Prepare dining halls. Ensure a clean and hygienic working environment. Perform general administrative functions within catering.

**ENQUIRIES**

Lieutenant Colonel G Moonsamy, Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

APPLICATIONS

Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

**NOTE**

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

CLOSING DATE

18 September 2020 at 16h00

POST 21/284

MESSENGER REF NO: FS 13/2020
Division: Forensic Services
Component: Office of the Acting Divisional Commissioner: Forensic Services

SALARY

R102 534 per annum (Level 02)

CENTRE

Arcadia, Pretoria

REQUIREMENTS

A grade 10 qualification will serve as an advantage; At least a valid light vehicle driver’s licence will serve as an advantage. Appropriate/relevant experience in the field of the post as well as PDP (Public Driving Permit) will serve as an advantage; Willing to work extended hours when necessary Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal/departmental. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES

Core Functions: Perform messenger services; Delivery and collection of confidential documents; Complete and file monthly vehicle returns; Keep record and register of documentation received & delivered.

ENQUIRIES

Lieutenant Colonel G Moonsamy Tel No: (012) 421 0470, Captain S Maharaj Tel No: (012) 421 0155

APPLICATIONS

Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to Only One.
of the following e-mail addresses: MoonsamyGonasagree@saps.gov.za or MaharajS5@saps.gov.za

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

**CLOSING DATE**: 18 September 2020 at 16h00
STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

APPLICATIONS : All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
CLOSING DATE : 18 September 2020
NOTE : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be uploaded on the system. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 21/285 : DEPUTY DIRECTOR-GENERAL: POPULATION AND SOCIAL STATS REF NO: 01/09/20HO

SALARY : R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A NQF level 8 qualification in Demography, Statistics, Sociology or Economics, At least 8 years of relevant experience at senior management level, Demonstrated understanding of statistical ethics and the fundamental principles of official statistics, Extensive quantitative research experience, Demonstrated competence and a proven track record in managing large household surveys or censuses and compiling statistical reports, A good understanding of Government policies and initiatives and the role of information in Government decision-making, Demonstrated strategic and operational management ability and experience, Experience in leading and managing transformation, change and diversity, Ability to work in cross-cutting/functional projects/teams, Knowledge of MS Office Suite, A valid driver’s license.

DUTIES : Drive the production of health and vital statistics including causes of death, registered births, tourism and migration, marriages and divorces, and other health statistics, Drive the production of social statistics covering education, social security and service delivery, Drive the production of population statistics in relation to census and community survey data, Drive the production of demographic dynamics including mid-year population estimates (community survey), Drive the production of labour market statistics and information on emerging phenomena for measuring employment, Drive the production of poverty and inequality statistics and information of the dimension of poverty, Drive research projects to better respond to user demands, Promote continuous service delivery improvement, Provide leadership in strategic and
operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

**ENQUIRIES**

Ms M Montsho Tel No: (012) 310-4889

**POST 21/286**

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 02/09/20HO**

**SALARY**

R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A NQF level 8 qualification in Public Administration or Commerce or equivalent with majors in Human Resources / Financial Administration, At least 8 years of relevant experience at senior management level, Experience in corporate service environment, Experience in a project-driven environment, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver’s license.

**DUTIES**

Ensure provision of innovative, effective and efficient human resources service in the organisation which includes organisation design, recruitment and appointment and terminations, benefit administration, HR coordination, HR monitoring and evaluation, training and development, employee health and wellness, labour relations, talent management, Ensure provision of innovative, effective and efficient physical environment services which includes facilities, transport and security management, Ensure provision of innovative, effective and efficient legal advisory services, Monitor the corporate service function at provincial offices, Ensure provision of innovative, effective and efficient strategic and operational corporate support to organisational projects such as censuses and surveys, Ensure provision of innovative, effective and efficient strategic and operational corporate support to other projects such as Stats SA’s hosting national, regional and international events, Promote continuous innovative service delivery improvements, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums, Administratively oversee the administration of financial matters in relation to the Chief Directorate: Financial Management.

**ENQUIRIES**

Ms M Montsho Tel No: (012) 310-4889

**POST 21/287**

**DEPUTY DIRECTOR-GENERAL: SOUTH AFRICAN NATIONAL STATISTICS SYSTEM REF NO: 03/09/20HO**

**SALARY**

R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A NQF level 8 in Statistics / Economics / Demography / Geography, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver’s license.

**DUTIES**

Provide strategic leadership in the coordination of production of statistics in social, economic and environmental subsystems by developing and implementing a National Strategy for Development of Statistics (NSDS); applying SASQAF light on relevant data and ensuring implementation of ShaSA 2, Lead the coordination of the data transfer and data sharing amongst entities of National Statistical System by developing and implementing a blueprint for a SANSS-wide data repository and expanding the use of E-data
transfer and dissemination tools amongst SANSS members, Lead the coordination of statistical reporting according to national, regional and international requirements by developing and implementing protocols for development, compliance and reporting of statistics; ensuring indicator alignment of key developmental frameworks such as National Development Plan (NDP), Agenda 2063 and Sustainable Development Goals (SDGs), Lead the statistical assessment of data producers and designate as official by conducting independent assessments on economic, social and environmental statistics publications, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES: Ms M Montsho Tel No: (012) 310-4889

POST 21/288: DEPUTY DIRECTOR-GENERAL: STATISTICAL SUPPORT AND INFORMATICS REF NO: 04/09/20HO

SALARY: R1 521 591 per annum (Level 15) (All-inclusive remunerative Package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A NQF level 8 in Statistics/Project Management, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver’s license.

DUTIES: Provide strategic leadership in the provision of a stable, reliable and functional ICT environment by creating and expanding a broadband infrastructure, stabilising ICT infrastructure in head office, provincial and district offices as well as continuously improving network connectivity, Drive the modernisation of business processes through information management and the application of technology by researching, developing and implementing platforms to automate data collection, processing and dissemination; by establishing, developing and implementing an enterprise architecture programme and capability as well as establishing and implementing knowledge management environment, Ensure compilation of multidisciplinary publications through provision of professional language, graphic design and compilation & printing services, Coordinate and enhance analytical studies in Stats SA by developing and implementing strategy to research and execute predictive modelling techniques along with technologies Taking lead in organisational communication and marketing activities to ensure information flow both internally and externally as well as to enhance the public image and credibility of the organisation, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES: Ms M Montsho Tel No: (012) 310-4889

POST 21/289: CHIEF DIRECTOR: LABOUR STATISTICS REF NO: 05/09/20HO

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: An NQF level 8 in Statistics/Project Management, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver’s license.

DUTIES: Provide strategic leadership in the provision of a stable, reliable and functional ICT environment by creating and expanding a broadband infrastructure, stabilising ICT infrastructure in head office, provincial and district offices as well as continuously improving network connectivity, Drive the modernisation of business processes through information management and the application of technology by researching, developing and implementing platforms to automate data collection, processing and dissemination; by establishing, developing and implementing an enterprise architecture programme and capability as well as establishing and implementing knowledge management environment, Ensure compilation of multidisciplinary publications through provision of professional language, graphic design and compilation & printing services, Coordinate and enhance analytical studies in Stats SA by developing and implementing strategy to research and execute predictive modelling techniques along with technologies Taking lead in organisational communication and marketing activities to ensure information flow both internally and externally as well as to enhance the public image and credibility of the organisation, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES: Ms M Montsho Tel No: (012) 310-4889
strategic, architectural, problem solving, interpersonal skills. Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

**DUTIES**

Lead the development of the strategic and operational plans, policies and procedures for the chief directorate, Provide leadership in the development of strategies for the following areas: content development analysis, quarterly labour force survey and quarterly employment statistics, Ensure measurement of all forms of work in the South African Economy, Development of effective and efficient systems to enhance processing of data and digitalising the labour-related household based surveys processes, Liaise with internal and external stakeholders to address issues of common interests by participating in various surveys and the data-ecosystem, workshops and responding to users’ needs, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

**ENQUIRIES**

Ms L Dooka Tel No: (012) 336 0161

**POST 21/290**

CHIEF DIRECTOR: SOCIAL STATISTICS REF NO: 06/09/20HO

**SALARY**

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

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Econometrics/ Social Science/ Development Studies, Training in Project Management, Statistical analysis and SAS or statistical packages and management courses is essential, 5 years’ relevant experience at senior managerial level, Experience in analysis, research, management, leadership and presentation, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Broad knowledge of object oriented analysis and design methods, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver’s license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

Lead the development of the strategic and operational plans, policies and procedures for the chief directorate, Provide leadership in the conceptualisation, development and dissemination of social statistics as well as digitalisation of the social statistics household based surveys processes, Lead coordination in research and analysis of demographic and social surveys including integrative analysis dealing with large-scale survey datasets and administrative records with regard to surveys and contribution towards the statistical reports, Provide strategic direction in the technical support for statistical production towards government social transformation goals, Liaise with internal and external stakeholders by coordinating stakeholder consultation, participating in the data-ecosystem and ensuring that stakeholders needs are met, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

**ENQUIRIES**

Ms L Dooka Tel No: 012 336 0161

**POST 21/291**

CHIEF DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: 07/09/20HO

**SALARY**

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

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7) in IT or related fields, Training in Project Management, Statistical analysis and SAS or statistical packages and management courses is essential, 5 years’ relevant experience at senior managerial level, Systems Development Life Cycle training, Advance training
in SAS and Project management, Knowledge of SAS application, MS Office Suite and MS Project, Knowledge of Database and systems maintenance, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Broad knowledge of object oriented analysis and design methods, Knowledge of project management and change management, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

**DUTIES**

Oversee the development of Data and Information Management strategy, policies, operational plans, system and methodology for the chief directorate, Provide leadership on the analysis of statistical production on the Economic Subsystem, Develop stakeholder engagement strategy, Coordinate and manage the transfer and data sharing amongst entities of the National Statistical System (NSS), Manage the indicator dissemination portal and content management system, Manage the development, maintenance and support of databases that impact the SANSS and NSS, Manage and standardise the implementation of SDMX across the NSS and develop ICT tools for the NSS, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

**ENQUIRIES**

Ms L Dooka Tel No: (012) 336 0161

**POST 21/292**

CHIEF DIRECTOR: EASTERN CAPE REF NO: 08/09/20EC

**SALARY**

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

**CENTRE**

Eastern Cape

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years’ relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

**DUTIES**

Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices, Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards, Oversee marketing and promotion of statistical products and services, and provision of user information services, Dissemination of Stats SA products and services, Promote the development and establishment of the National Statistical System (NSS) at provincial and local level, Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

**ENQUIRIES**

Ms L Dooka Tel No: (012) 336 0161

**POST 21/293**

CHIEF DIRECTOR: FREE STATE REF NO: 09/09/20HO

**SALARY**

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

**CENTRE**

Free State

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research
and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years’ relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing. Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver’s license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated. Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices, Overseer management of fieldwork operations and data collection in accordance with appropriate national and international standards, Overseer marketing and promotion of statistical products and services, and provision of user information services, Dissemination of Stats SA products and services, Promote the development and establishment of the National Statistical System (NSS) at provincial and local level, Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/294 : CHIEF DIRECTOR: BUSINESS MODERNISATION REF NO: 10/09/20HO

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification (NQF 7) in IT/ Statistics/ Economics/ Demography, Training in Management/ Statistics/ Economics/ Demography is essential, Training in Enterprise Architecture would be an added advantage, 5 years’ relevant experience at senior managerial level, Experience in data analysis, data modelling, data warehousing and data design, Proven knowledge and experience in the development and application of Architecture for solving complex business problem, Proficiency in various software development design techniques, Strong understanding of data mining principles and knowledge of data integration, Knowledge of MS Office Suite, A valid driver’s license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Provide leadership in the development of strategic and operational plans, policies and procedures for the chief directorate, Overseer the provision of database design and system architecture, Overseer and direct the provision of enterprise architecture, Conceptualise the provision of business system expertise and solutions as well as oversee the analysis and design of business systems, Liaise with internal and external stakeholders to meet client's needs, Ensure effective and efficient management of resources in the chief directorate.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/295 : CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: 11/09/20HO

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification (NQF 7) in IT/ Computer Science or related, Training in Management/ Statistics/ Economics/ Demography is essential, 5 years’ relevant experience at senior managerial level, Experience in
Information technology, networking troubleshooting, ICT security – application development and server administration, Proven knowledge and experience in working with ICT systems, tools, networks and platforms, Knowledge of MS Office Suite, A valid driver’s license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES
- Provide leadership in the development of strategic and operational plans, policies and procedures for the chief directorate, Oversee the provision of ICT service desk and end-user support, Drive and administer the provision of ICT networking operations, connectivity and risk management, Provide leadership in the provision of ICT security operations and disaster recovery, Liaise with internal and external stakeholders to meet client’s needs, Ensure effective and efficient management of resources in the chief directorate.

ENQUIRIES
- Ms L Dooka Tel No: (012) 336 0161

POST 21/296
- CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: 12/09/20HO

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

CENTRE
- Head Office, Pretoria

REQUIREMENTS
- A three-year tertiary qualification (NQF 7) in Human Resources/ Public Management/ Industrial Psychology/ Organisational Development or related, 5 years’ of relevant experience at a senior managerial level; Training in Management, Project Management and Organisational Development is essential, Experience in HRM&D and a project-driven environment, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge and understanding of government policies and initiatives and the role of information in government decision-making, Demonstrated understanding of HRM&D fundamentals and principles of official statistics, Knowledge of Skills Development Framework and training skills, Understanding of job grading and evaluation, Understanding of organisational structure, Knowledge of MS Office Suite, A valid driver’s license, Excellent communication, analytical, conceptual, numerical and interpersonal skills, Ability to work in cross-cutting, functional project teams, Ability to work under pressure to meet deadlines, Ability to handle multiple and complex tasks and projects, A dynamic, creative, self-driven, innovative and result-oriented person with strong service delivery, customer and quality focus, A person with a passion for policies, procedures and legal compliance, Willingness to travel and work long hours.

DUTIES
- Provide leadership in policy development, interpretation of functions and strategy, Ensure leadership in the appropriate management of financial and human resources, Lead the provision of HR planning and information management services, Lead the human resource practices and administration services, Provide leadership in the utilisation and development programmes, Provide leadership in the provision of employee health, wellness and other special programmes, Provide leadership in the management of labour relations (employee relations) and people management.

ENQUIRIES
- Ms L Dooka Tel No: (012) 336 0161

OTHER POSTS

POST 21/297
- DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 13/09/20HO

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

CENTRE
- Head Office, Pretoria

REQUIREMENTS
- An NQF level 7 qualification in Risk Management or related field plus 5 years’ experience in risk management environment of which 3 years must be at ASD level, Knowledge of and working experience in Risk Management environment, Knowledge of MS Office Suite, Good communication skills (verbal and Written), Good interpersonal skills, Ability to work under pressure and display high
assertiveness levels, Attention to detail, Willingness to travel, Adequate knowledge and use of Cura risk management software or similar system, Adequate knowledge of business continuity management, A valid driver’s license.

**DUTIES**

Develop risk management strategies, systems (methodologies, models and tools), policies and annual risk management plan, Manage, implement, review and improve the risk management framework, Facilitate the institutionalisation risk management within the organisation, Manage the Risk Management directorate and supervision on subordinates.

**ENQUIRIES**
Ms L Dooka Tel No: (012) 336 0161

**POST 21/298**

**ASSISTANT DIRECTOR: ECONOMIST REF NO: 14/09/20HO (X2 POSTS)**

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

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
A Bachelor’s degree in Economics/ Econometrics or related plus 2-4 years’ experience in the field of national accounts and/or relevant economics statistics field, Relevant experience in research and performing specialised economic analysis, Training in the System of National Accounts as well as other related international guidelines and standards is required, Training in statistical techniques such as benchmarking and seasonal adjustment, Training in analytical or statistical software is essential, Knowledge of statistical techniques and index number theory, Knowledge of project management, Macroeconomics, Microeconomics and Research Methodology, Knowledge of SNA, ISIC and other guidelines and standards, Knowledge of MS Office Suite, Excellent writing and communication, interpersonal relations, analytical and conceptualisation skills, Ability to work with large and comprehensive datasets, Willingness to work long hours to meet deadlines.

**DUTIES**

Develop and implement detailed plans for relevant components of the GDP estimates, Execute activities in the process of compiling estimates of GDP and other related economic statistics indicators, Conduct research in order to continuously update, assess and improve on the indicators and methodologies, Execute specialised and complex data analysis and editing, Draft and update sources and method manuals, Establish and maintain contacts with local and international experts and organisations (liaise with stakeholders), Manage team performance and comply to the human resource directives and legal frameworks, Provide inputs on economic issues and trends as well as on the formulation of recommendations.

**ENQUIRIES**
Ms L Dooka Tel No: (012)-336 0161

**POST 21/299**

**ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 15/09/20HO (X2 POSTS)**

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

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
A three-year tertiary qualification in Publishing/Editing/Communication/Journalism/ Linguistics/ Bachelor of Arts in Languages or related plus 2-3 years’ experience in communication or publishing as a copy (text) editor in English; English language editing, Knowledge of copy editing related to English and proficiency in other official South African languages will be highly appreciated, linguistics skills, publishing, information dissemination and of production systems employed in statistical documents, Advanced knowledge of English grammar and vocabulary and its application, Knowledge of country’s economy, developmental and social issues, Knowledge of the type of statistics collected by the organisation; Knowledge of MS Office Suite, Good communication, numeric and statistical literacy, research, writing and editing skills, High level of attention to detail. A logical and clear thinker, Ability to work independently and in a team, Ability to work under pressure and strict adherence to meeting deadlines.

**DUTIES**

Provide inputs on the unit’s procedures, standards, plans, processes and guidelines, Provide advice on language issues and quality check the edited and proofread organisation’s publications and correspondence; Provide inputs and promote usage of the style guide according to the latest language practices; Quality check translated documents; Liaise with internal and external stakeholders; Convene the working groups meetings for the development of terminology for specific language working, Supervise junior staff.

**ENQUIRIES**
Ms L Dooka Tel No: (012) 336 0161
POST 21/300 : ASSISTANT DIRECTOR: MULTIDISCIPLINARY COMPILATION REF NO: 16/09/20HO

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Communication/ Journalism/ Linguistics/ Bachelor of Arts with majors in English and basic knowledge in Statistics or related, plus 2-3 years’ experience in the field of publishing, project management, Information Technology and layout, compilation and editing, Knowledge of English grammar and vocabulary, Knowledge/background of printing and publishing, Knowledge of MS Office Suite, Good communication, numeric and statistical literacy, decision making, writing, editing, research, planning, coordinating, presentation and facilitation skills; Ability to pay attention to detail, A highly organised person who is accurate, deadline driven and a critical thinker, Ability to work independently and in a team, Ability to work under pressure to meet deadlines.

DUTIES : Coordinate the compilation and the production of publications according to publications’ standards, Coordinate the production of statistical monthly newsletter, Write articles for statistical monthly newsletter, Provide advice on compilation processes and quality check the layout services for multidisciplinary publications; Promote and monitor the implementation of the relevant standards on all statistical documents by editing statistical releases, reports and clearance documents for publication and ensuring compliance to standards; Build effective relations with internal stakeholders to ensure timely delivery of publications, Implement policy, plans, procedures, processes and guidelines for multidisciplinary compilations, Assist in offering writing skills course, Supervise junior staff.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/301 : ECONOMIST REF NO: 17/09/20HO

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Bachelor's degree in Economics/ Accounting/ Econometrics or related, 1-2 years’ relevant experience, Training in System of National Accounts and related international accredited guidelines and methodologies will be advantageous, Working knowledge in a statistical or economic environment, Knowledge of MS Office Suite, Good communication, numerical, analytical, conceptualisation, interpersonal, and problem solving skills, Ability to work independently and in a team, Willingness to work long hours to meet deadlines.

DUTIES : Perform compilation of GDP estimates/research documents and other reports in economic statistics, Compile detailed operational plan, Perform advances analysis and editing, Assist in the development of quality standards, Assist in the development of guidelines and specifications, Compile training manuals, Participate in stakeholder meetings, Maintain detailed sources and methods documentation.

ENQUIRES : Ms L Dooka Tel No: (012)-336 0161
ANNEXURE R

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

APPLICATIONS: can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedtic.gov.za and click on the “Careers” link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents

CLOSING DATE: 18 September 2020

NOTE: Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Senior Management Pre-entry programme certificate obtained from National School of Government (NSG) is required for all SMS applicants. To access the pre-certificate course, please visit: https://www.thensg.gov.za/. The dtic is committed to the pursuit of diversity and redress. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

OTHER POST

POST 21/302: DEPUTY DIRECTOR: BRANCH FINANCIAL ADVISOR REF NO: CCRB/OPS MAN 007
Overview: To provide financial support services to management in the Consumer and Corporate Regulation Branch.

SALARY: R869 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
A three-year National Diploma/Bachelor’s Degree in Business/Public Administration, Finance and/or equivalent qualification. 3 - 5 year’s relevant managerial experience in a Public/Private Sector in a finance environment.
Key Requirements: Experience in financial management (Financial reporting, budget, cash flow management), expenditure management and supply chain management. Experience in compliance management. Experience in financial and procurement systems: BAS, LOGIS. Business and reporting skills, analytical problem and decision making skills. Corporate governance: Ethics, risk, fraud prevention and control. Communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of supply chain management processes. Be proficient in MS Office software packages.

DUTIES:

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
NOTE : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured and White candidates as well as persons with disabilities.
ANNEXURE S

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT

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

APPLICATIONS: Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using www.ecprov.gov.za through E-recruitment system. Applicants can also use the following email to forward their applications and quote the reference number of the post and the center where the post is located on the subject of the email. Recruitment@ectransport.gov.za.

CLOSING DATE: 18 September 2020

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link:https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. To Obtain More Information on Requirements And Functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za

MANAGEMENT ECHELON

POST 21/303: CHIEF FINANCIAL OFFICER REF NO: DOT 01/08/2020

SALARY: R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Financial Accounting/Financial Management, 5 years at Senior Management level (SMS) in Financial Management environment. A Valid Driver’s License. SMS pre-entry certificate as offered by the National School of Government (NSG). Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management. Generic competencies: Results /
Quality Management, Decision Making, Knowledge Management, Change Management.

**DUTIES:**
Ensure the provision of financial accounting and administration services: Develop and monitor the implementation of financial administration and accounting policies, systems and processes. Provide salary administration services, Provide expenditure and general payments services, Provide cash and revenue management services, Provide asset liability and debt management services, Provide book keeping and financial accounting services. Ensure the provision of financial management accounting services: Develop financial management policies, processes and procedures. Conduct long term financial planning services. Compile and implement monthly forecasts. Advise program and responsibility managers with regards to allocation, additional allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile financial statements for the annual report. Liaise and manage relations with Treasury and Auditor General. Ensure the provision of supply chain and asset management services: Develop and monitor the implementation of supply chain management internal policies, systems and processes. Manage the provision of asset management services. Render services to and advise internal units with regards to demand and acquisition of services and goods. Provide supply and logistics management services. Provide procurement performance and compliance monitoring services. Provide assets and fleet management services. Ensure the provision of internal control and compliance management services: Coordinate the implementation of audit recommendations. Fraud and loss management. Fraud prevention. Governance framework across the department. Systems control across the department. Compliance monitoring in relation to policies, process and procedures. Financial information and service assurance. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES:**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/304:**
CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE (PLANNING AND DESIGN) REF NO: DOT 02/08/2020
Re-advertisement

**SALARY:**
R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

**CENTRE:**
Head Office

**REQUIREMENTS:**
**DUTIES**: Ensure provincial transport planning. Ensure provincial traffic engineering services. Ensure provincial integrated public transport freight transport planning. Ensure integrated planning expertise to guide and support the provision of transport services. Ensure the development of transport infrastructure plans (including roads planning and design). Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/305**: CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DOT 03/08/2020

**SALARY**: R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

**CENTRE**: Head Office

**REQUIREMENTS**: National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Public Administration/Transport Economics/Transport Management. 5 years relevant experience at Senior Management level. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver’s License. Knowledge: Strategic Capability and Leadership, Communication, Client, orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.

**DUTIES**: Provide effective stakeholder Inter-governmental relations. Services and coordinate Monitoring, Reporting and Evaluation: Stakeholder engagement and participation, Donor coordination and management, International Relations, Intergovernmental relations promotion, Outreach organizing, Programme Management (Including special projects). Develop and strengthen monitoring, inspection and evaluation procedures, Develop monitoring and impact indicator for the project success; Monitor and evaluate overall progress on achievement of results, Produce monthly, quarterly and annual performance reports. Provide communication and media liaison services and coordinate strategic planning and entity interface: Manage provision of effective external communication and Media liaison support. Manage promotion of access to information (content gathering, production and dissemination). Manage Public liaison and Events Management. Manage provision of effective internal communication services. Develop and maintain the departmental website. Provide publication and photo journalism. Manage the provision of strategy and planning services. Manage the provision of a structured link between the department and its entities. Management and coordination of research, policy coordination and information management services. Provide security and work environment management services; Provide security management services, Monitor adherence to implementation of whole spectrum of security function based on Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS) e.g. document, personal, computer, personnel security and other assets. Administer and monitor the implementation of security operating measures e.g. access control, key control etc. Conduct investigations on security breaches. Provide conducive work environment in terms of Occupational Health and Safety Act. Provide work environment management services (including Employee health and safety responsibilities attached to the functions). Provide infrastructure maintenance services. Provide refreshment coordination and refectory. Manage cleaning services. Provide transport services. Manage and coordinate organisational development services and information communication and technology management services: Oversee the management of organisational design services. Oversee Change Management and Service Delivery Improvement services. Manage of customer care services. Oversee information communications technology business enablement and governance services. Oversee ICT infrastructure and support services. Oversee ICT operations, solutions and support services. Oversee ICT information and knowledge management services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with...
minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/306: CHIEF DIRECTOR: TRANSPORT REGULATIONS REF NO: DOT 04/08/2020
Re-advertisement

SALARY: R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

CENTRE: Head Office


DUTIES: Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centers with the road traffic act. The enforcing of compliance of vehicle testing centers with the road traffic act. The enforcing of compliance of number plate manufactures and embossers with the road traffic act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The provision of counseling and spiritual services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the walk in center. Direct management of the processing of applications for operating licenses. Coordinate activities of the Provincial Regulatory Entity. Manage revenue relating to operating licenses and permits. Monitor operator compliance with public transport legislation and regulations. Manage the registration of public transport operators. Manage the provincial traffic infringement nerve center: The rendering of traffic infringement center’s front and back offices. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community based structures. The promotion of traffic safety awareness through mass communication. The rendering of effective traffic safety oversight and support. Manage the allocated resources of the
directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of asset.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/307: CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: DOT 05/08/2020

SALARY: R1 251 183 - R1 495 956 per annum (Level 14) (An all – inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Transport Management/Transport Economics. 5 years relevant experience at Senior Management level in the transport operation environment SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver’s License. Knowledge: Strategic Capability and Leadership, Communication, Client, orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.

DUTIES: Oversee integrated land transport contracts to provide mobility to commuters: Manage the development of land transport contracts. Oversee management and implementation of contracts/service level agreements with transport operators and service providers. Oversee public transport services: Oversee management of the implementation of land transport services. Oversee implementation of institutional formalisation and empowerment of the public transport industry. Oversee the coordination and facilitation of provincial land transport safety: Monitor and evaluate transport and identify safety interventions. Coordinate and facilitate compliance with land transport safety requirements. Oversee the development and promotion of rail as a cost effective mode of transport. Oversee the promotion of Provincial maritime services. Oversee the implementation a civil aviation strategy: Manage implementation of civil aviation policy. Oversee monitoring of the aviation network. Oversee monitoring of the service level agreements. Oversee aviation compliance services. Coordinate Bhisho Airport activities. Manage the allocated resources of the Chief directorate: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/308: DIRECTOR: TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 06/08/2020

SALARY: R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: National Senior Certificate, Bachelor’s Degree (NQF level 7 as recognized by SAQA) in Mechanical Engineering. 5 years relevant experience at Middle
DUTIES:
Provision of reliable motor vehicle and infrastructure plant fleet: Research and advise on plant fleet and accessory provision. Manage procurement of plant fleet and accessories. Manage licensing and registration of vehicles. Manage the plant fleet and accessories asset register. Manage vehicle storage and warehousing. Manage plant fleet contracts and rentals. Manage the disposal of redundant fleet. Manage effective implementation of performance management system. Provision of technical motor vehicle and plant fleet maintenance services: Manage the implementation of vehicle management system. Ensure effective monitoring of motor vehicle maintenance by services providers. Manage cost effective motor vehicle and plant fleet end of life services. Manage the administration of vehicle accidents and losses, traffic fines and AARTO. Ensure effective fuel management. Provision of two way radio communication, loss control and fleet monitoring services: Manage research and guide on the provision of two way radios. Manage the rendering of radio network maintenance services. Summon investigations regarding loss control. Manage the recovery of losses and other incidents of theft fraud and corruption. Manage the provision of surveillance services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/309:
DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: DOT 07/08/2020

SALARY:
R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)

CENTRE:
Head Office

REQUIREMENTS:

DUTIES:
Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Head of Department; source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as FOHOD/FOSAD, MINMEC etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role.
players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda and; co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co-ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. Manage general support services in the office of the HOD: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the HOD. Manage the resources in the office of the Director-General: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/310: DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 08/08/2020

SALARY: R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Social Sciences/ Development Studies/ Public Administration or Management/ Project Management/ Monitoring & Evaluation. 5 year experience at Middle Management level in community development environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver’s License. Knowledge: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem, Analysis and Solving, Financial Management, Programmes and Project Management.

DUTIES: Manage the Identification of projects: Ensure that transportation projects are EPWP and labour intensive compliant. Ensure that inequalities such as gender, youth and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Mainstream EPWP principles into all departmental programs and projects. Establish strategic partnership with all departmental programs to adopt EPWP approach when implementing their plans. Guide districts in planning, implementation, monitoring and evaluation of projects. Manage consultation initiatives with communities and Municipalities: Establish strategic partnerships with Municipalities on the implementation of transportation based EPWP projects in their localities. Create platforms where municipalities and communities can engage with the department on transportation based EPWP initiatives. Draw clear terms of engagement with municipalities and communities in order to guide the districts. Manage community mobilisation and social facilitation: Establish protocol on community mobilisation that should be followed by EPWP practitioners. Develop guidelines on establishment of community project steering committees. Ensure that social facilitation has been conducted before any projects is started. Identify dispute resolution mechanisms should social facilitation encounters problems. Manage implementation of all transportation based EPWP projects: Establish a project management tool to identify progress in each project. Provide technical support to those projects that encounter difficulties to pool through. Ensure prompt reporting on each of the projects EPWP engage on. Ensure that a project close up report is drawn for each and every EPWP project the department has concluded. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager.
Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/311
DISTRICT DIRECTOR: DISTRICT MANAGEMENT (X3 POSTS)
Re-advertisement

SALARY
R1 057 236 - R1 245 495 per annum (Level 13) (An all – inclusive remuneration package)

CENTRE
Amatole Ref No: DOT 09/06/2020
Chris Hani Ref No: DOT 10/08/2020
Joe Gqabi Ref No: DOT 11/06/2020

REQUIREMENTS

DUTIES
Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reportimg and providing information management services: Management of HR and Financial services, Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, and information mining and security, archiving and records management services), Provide effective stakeholder and Inter-governmental relations services: Provide effective inter-governmental relations services Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Manage implementation of scholar transport services in the District: The monitoring that scholar transport performance adheres to agreed service levels and continues to improve. The implementation of stakeholder engagement services including mediation, conflict and dispute resolution. The verification of invoices and POD’s. The processing of invoices for payment. The rendering of efficient reporting services. The efficient capturing of POD’s. Promotion of road safety: The promotion of transport safety education in schools. The promotion of transport safety through community based structures. The promotion of transport safety awareness through mass communication. Monitoring services rendered by driver training schools. Evaluate the effectiveness of safety education literature. Oversee implementation of land transport services: The monitoring of contracts / service level agreements with public transport operators. The implementation of institutional formalisation and empowerment of the public transport industry. The implementation of mediation, conflict resolution, and dispute resolution and stakeholder matters related to public transport. Oversee and coordinate the rendering of sub district transport services: The rendering of effective traffic law enforcement. The promotion of traffic safety. The provision of public transport law enforcement services. The provision of administration support services following approved delegations. The coordination of sub district road maintenance service. Create work opportunities for the poor and unemployed people using EPWP: Monitor attainment of the set targets and assess their impact to EPWP. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Maintain law and order for all modes of transport by providing
quality traffic policing: The rendering of effective traffic law enforcement operations management and control services. The provision of counseling and spiritual services. The provision of public transport law enforcement services. The implementation of the national and provincial freight administration and overload strategy. Ensure compliance in terms of traffic legislation. The management of vehicle registrations and authorizations. The management of public transport regulation services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

OTHER POSTS

POST 21/312: CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE REF NO: DOT00/08/2020
Re-advertisement

SALARY: The department hereby invites suitably qualified person to serve on the Risk Management Committee of the Department. The department seeks to appoint one (1) person as a Chairperson of Risk Management Committee for a period of three (3) years. Compensation: Compensation shall be in accordance with rates determined for Audit for Audit Committee members as set out by National Treasury. All other refundable expenses are based on the National Treasury guidelines.

CENTRE: Head Office
REQUIREMENTS: At least five (05) years’ experience in Risk Management, Finance, Internal or External Audit, Corporate Governance and Information Communication Technology. An NQF 7 qualification or higher in Accounting / Auditing/ Risk Management or Public Administration. Exposure in serving on oversight structures in the public sector and registration as a Certified Risk Management Professional, Certified Internal Auditor, Chartered Accountant or other recognized professional accreditation will be an added advantage. Demonstrate the ability to dedicate time to the Risk Management Committee of the department. Knowledge of Public Management Act (PFMA), Treasury Regulations, Public Sector, Risk Management Framework, Public Sector Anti-Corruption strategies, Public Service Act, , Public Service Regulations, Public Service Code of Conduct. Thorough knowledge of risk management principles and their implications. Intimate understanding of the departments mandate and operations and an ability to act independently and objectively in the interest of the department. Possess high levels of integrity.

DUTIES: Assist the Accounting officer discharge his risk management responsibilities by reviewing and recommending for approval the risk management policies and risk registers. Review the departmental risk management system and recommend improvements to the Accounting Officer. Discharge all duties on the risk management Committee Charter and the Risk Management Strategy.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/313: CHIEF ENGINEER: TRAFFIC ENGINEERING & LAND FREIGHT REF NO: DOT 12/08/2020

SALARY: Grade A: R1 042 827 per annum (An all – inclusive remuneration package) (OSD)

CENTRE: Head Office
REQUIREMENTS: National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years’ experience required as a registered professional Engineer. A Valid driver’s license. Compulsory registration with the Engineering Council of SA (ECSA) as a Professional Engineer/
Technologist.


DUTIES:
Freight planning and analysis effectiveness: Ensure alignment of Provincial policies and strategies with national policies. Update existing policies on overload control. Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Draft a Provincial Freight Plan. Build capacity to municipalities around the development and implementation of integrated transport plans. Maintain Freight planning implementation effectiveness: Implement policies and regulations for control and elimination of overloading. Oversee progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/314:
CHIEF ENGINEER: DISTRICT ROAD ENGINEER (DRE) REF NO: DOT 13/08/2020

SALARY:
Grade A: R1 042 827 per annum (An all – inclusive remuneration package) (OSD)

CENTRE:
Amatole

REQUIREMENTS:
National Senior Certificate, Bachelor’s Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years’ experience post qualification. Registration with ECSA as professional engineer/Technologist. A Valid Driver’s license.


DUTIES:
Engineering design and analysis effectiveness: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor
maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/315: CONTROL ENGINEERING TECHNOLOGIST: OUTSOURCE TRANSPORT INFRASTRUCTURE REF NO: DOT 14/08/2020

SALARY: Grade A: R751 542 pre annum (An all – inclusive remuneration package) (OSD)

CENTRE: Sarah Baartman


DUTIES: Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/316: DEPUTY DIRECTOR: ADJUDICATOR (PRE) REF NO: DOT 17/08/2020 (12 months contract posts)

SALARY: R733 257 - R863 748 per annum (Level 11)

CENTRE: Head Office

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) B. Degree (NQF Level 7) in Public Transport/ Public Administration/ Public Management. 3-5
years relevant experience at management level (Assistant Director Level) in the field. 2 years’ experience as a board member will serve as added advantage. Valid Driver’s license.

Knowledge: SOP, NLTA, NLTR. Code of conduct.

DUTIES: Adjudicate on operating license applications: Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidised service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses issued based on false and misleading information. Cancellation of operating licenses for temporary non-operativeness for more than 180 days. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating licenses conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE’s record of decision in respect of such cases; representing the PRE at appeals hearings. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/317: DEPUTY DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: DOT18/08/2020

SALARY: R733 257 - R863 748 per annum (Level 11)

CENTRE: Joe Gqabi

REQUIREMENTS: National Senior Certificate, National Diploma/ (NQF Level 6), B. Degree (NQF Level 7) in Transport Economics/Transport Management/Public Administration/Project Management/Social Science/ Public Management with 3 years’ Managerial (Assistant Director Level) experience in Public Transport Management. A Valid Driver’s license.

Knowledge: Taxi industry, Public

**DUTIES**: Monitor contracts/service level agreements with public transport operators and service providers: Manage compliance with contractual obligation by public transport operators and service providers. Facilitate and monitor payment of service providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services: Ensure the provision of transport services within the district. Facilitate the provision of public transport infrastructure. Coordinate the provision of non-motorized transport. Facilitate accommodation of passengers with special needs in the public transport. Facilitate and support land transport integration programs and projects. Support and capacitate local authorities with reference to the implementation of land transport services. Implement institutional formalization and empowerment of the public transport industry: Manage empowerment interventions that support public transport operations (small bus operators, Mayibuye Bus Transport, AB 350, Metered Taxis etc.). Monitor empowerment projects focusing at the public transport operators. Conduct advocacy on public transport regulations, policies and passenger rights. Manage Taxi recapitalization. Set up and monitor public transport stakeholders and commuter forums. Manage conflict resolution initiatives. Coordinate empowerment interventions with stakeholders. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporative governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safe keeping of assets. Ensure personnel contribution and level of responsibility. Facilitate term goals setting. Collaboration of Stakeholders to facilitate provision of Integrated Public Transport solution: Interact and engage with internal and other external bodies to seek opportunities so as to obtain mutual benefit for all concerned in achieving their goals. Facilitate development and implementation of an Integrated Public Transport solution that incorporates non-contracted, rural service, Shove Kalula Bicycle Programme, Learner and some inter-town services into the formal contracted bus sector through PIPTMP. Maintain and enhance intergovernmental co-ordination through the continuous creation of desirable projects/programmes/ function between and within the institution.

**ENQUIRIES**: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/318**: DEPUTY DIRECTOR: INSTITUTIONAL SUPPORT & DEVELOPMENT (SCHOLAR TRANSPORT) REF NO: DOT19/08/2020

**SALARY**: R733 257 - R 863 748 per annum (Level 11)

**CENTRE**: East London


**DUTIES**: Institutional formalisation of the public transport industry: Establish a Public transport representative structures composed of public transport stakeholders and operators. Develop the terms of reference for the Public transport representative structure. Draw a clear conflict and dispute resolution
guidelines. Ensure that representative structure operate within the confines of the memorandum of agreement. Develop a communication protocol with representative structures. Ensure that there is advocacy around public transport regulations and policies. Coordinate establishment of business entities. Stakeholder engagement including mediation, conflict and dispute resolution: Build a strong stakeholder engagement platform. Guide the gathering of intelligence on public transport mediation, conflicts and disputes. Oversee the preparation and issuing of mediator briefs. Receive and make a follow up on mediation reports. Provide strategic direction on establishment of transport stakeholder and commuter forums. Ensure that a commuter call centre is established and is fully operational. Build trust between the stakeholders and the Department. Management of scholar Transport Public Perceptions, Supplier Relations and Communication: Build a strong stakeholder engagement platform. Build trust between the stakeholders and the Department. Constantly provide feedback on scholar transport operations to mitigate public perception. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/319
DEPUTY DIRECTOR: ACQUISITION MANAGEMENT SERVICES REF NO: DOT20/08/2020

SALARY
R733 257 - R863 748 per annum (Level 11)

CENTRE
Head Office

REQUIREMENTS

DUTIES
Manage the functional operation of the Sub directorate: Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification. Committees and render a secretariat service to the relevant committees. Oversee the bidding process: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely
Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/320: DEPUTY DIRECTOR: ASSET REGISTER & INVENTORY MANAGEMENT

REF NO: DOT21/08/2020

SALARY: R733 257 - R863 748 per annum (level 11)

CENTRE: Head Office


DUTIES: Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of movable assets: Ensure that assets are recorded in the asset register and bar coded before they live office stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement asset verifications on quarterly basis. Make a follow up on unverified assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Management of immovable assets: Management of the departmental Capital Work In Progress Register. Ensure that all construction projects are recorded in the CWIP register. Conduct reconciliation of expenditure for construction projects with BAS. Plan and implement verifications of projects on CWIP on quarterly basis. Manage the Immovable Asset Register for all complete construction projects. Manage the disposal of Immovable Assets. Prepare the transfer of complete construction projects to the relevant custodians. Prepare the Financial Disclosures for Immovable Assets on a quarterly and annual basis. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/321: DEPUTY DIRECTOR: TRANSPORT SAFETY

SALARY: R733 257 - R863 748 per annum (Level 11)

CENTRE: Chris Hani

Ref No: DOT22/08/2020

Joe Gqabi Ref No: DOT23/08/2020

DUTIES:
Research and develop strategies to promote public empowerment and participation in road safety. Coordinate the identification of road safety needs. Coordinate the development of effective community-based road safety marketing strategies. Identify, assess, prioritize, and coordinate research and information gathering. Coordinate the implementation and management of road safety community-based programmes and projects. Monitor and evaluate the impact of community-based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by local authorities. Promote private sector partnerships. Ensure effective practical cooperation between provincial structures, other role players, and the directorate to increase awareness. Coordinate the promotion, training, and development of community road safety structures. Provide support to road safety community structures and organisations. Facilitate training, coordination, and information sharing with key partners on different aspects of community road safety education and awareness. Develop community road safety guiding documents. Manage budget allocated to the section. Consolidate costed district operational plans into a sub-directorate operational plan. Work out budget allocation and cash flow of the sub-directorate. Monitor expenditure for the sub-directorate and districts and recommend corrective action if under or over spending. Participate in In-Year Monitoring and prepare reports for the sub-directorate. Develop procurement plans for the sub-directorate and coordinate procurement plans from the districts. Ensure effective management of the sub-directorate. Manage all human resource allocated to the sub-directorate. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section.

ENQUIRIES:
Can be directed to Mr. M.L Ngcobo/Mrs. N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/322:
DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT
REF NO: DOT24/08/2020

SALARY:
R733 257 - R863 748 per annum (Level 11)

CENTRE:
Head Office

REQUIREMENTS:

DUTIES:
Coordinate the identification of projects: Incorporate EPWP and labour intensive principles into all transportation projects. Manage that inequalities such as gender, youth, and people with disabilities are addressed through targeted employment on transportation infrastructure projects. Mainstream EPWP principles into all departmental programs and projects. Manage strategic partnerships with all departmental programs to adopt EPWP approach when implementing their plans. Coordinate districts in planning, implementation, monitoring, and evaluation of projects. Coordinate consultation initiatives with communities and Municipalities: Manage strategic partnerships with Municipalities on the implementation of transportation based EPWP projects in their localities. Coordinate platforms where municipalities and communities engage with the department on transportation based EPWP initiatives. Monitor implementation of established terms of engagement with municipalities and communities. Coordinate community mobilisation and social facilitation: Manage the protocol on community mobilisation that should be followed by EPWP practitioners. Monitor that community project steering committees are established and operate within the prescribed guidelines. Coordinate conducting of social facilitation before any projects is started. Coordinate dispute resolution mechanisms should social facilitation encounters problems. Coordinate implementation of all transportation based
EPWP projects: Manage the application of a project management tool to identify progress in each project. Provide technical support to those projects that encounter difficulties to pool through. Coordinate prompt reporting on each of the EPWP projects. Coordinate the completion of a project close up report for each and every EPWP project the department has concluded. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/323
DEPUTY DIRECTOR: SCHOLAR TRANSPORT SUSTAINABILITY REF NO: DOT25/08/2020 (X2 POSTS)

SALARY
R733 257 - R863 748 per annum (Level 11)

CENTRE
East London

REQUIREMENTS

DUTIES
Provide financial data management services: Ensure that PODs, Invoices and Excel Spread sheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between the PODs and invoices against the spread sheet is done. Ensure that data captured on interface (systems) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct. Manage the payment of suppliers: Monitor uploading of payments on BAS. Ensure effective management of accruals. Ensure that exceptions are authorised on BAS. Review payments documents and authorise (payments). Provide budget and expenditure management services: Coordinate the budgeting process for the chief directorate. Monitor budget spending and recommend corrective measures should over or under spending is detected. Produce financial reports needed from the chief directorate. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/324
DEPUTY DIRECTOR: CIVIL AVIATION COMPLIANCE REF NO: DOT26/08/2020

SALARY
R733 257 - R863 748 per annum (Level 11)

CENTRE
Head Office

REQUIREMENTS
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) in Airport Management/ Business Management. 3 year managerial (Assistant Director) experience in Civil Aviation. A Valid Driver’s license. Knowledge: Civil Aviation Act. Civil Aviation Regulations. White paper
**DUTIES**

Provide business development services: Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts; Establish legal and organizational arrangements with agencies, organisations and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/325**

**DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE MAINTENANCE) REF NO: DOT 27/08/2020**

**SALARY**

R733 257 - R 863 748 per annum (Level 11)

**CENTRE**

OR Tambo

**REQUIREMENTS**


**DUTIES**

Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/326**

**CONTROL PROVINCIAL INSPECTOR: TRANSPORT REGULATION**

**SALARY**

R733 257 - R863 748 per annum (Level 11)
CENTRE: Alfred Nzo Ref No: DOT 28/08/2020
Amathole Ref No: 29/08/2020


DUTIES: Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Provincial and implement corrective action in problem areas. Regular budget control and management discussions as part of management meeting. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/327: DEPUTY DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: DOT30/08/2020

SALARY: R733 257 - R863 748 per annum (Level 11)
CENTRE: Head Office
DUTIES

Promote sound relations among public transport stakeholders. Facilitate establishment of public transport stakeholder and commuter fora. Identify areas of common interest and build on them to create unity and common purpose. Establish engagement platforms where both the operator and the commuter can raise their expectations form each other and how they can meet each other halfway. Maintain good relations with the Departmental call centre to manage complaints on public transport matters. Coordinate implementation of mediation, conflict and dispute resolution. Identify conflict and dispute resolution mechanisms. Gather intelligence on public transport mediation, conflict and disputes. Prepare and issue mediator briefs. Monitor and report on progress made through mediations. Coordinate implementation of public transport operations transformation initiatives. Facilitate establishment of Business Entity. Support integrated public transport network teams. Liaise with HRD to arrange suitable training from SETAs and training providers. Liaise with NDoT on policies governing Taxi Recapitalization Process. Monitor implementation of public transport transformation projects. Implement strategies to transform the public transport industry. Set up representative structures. Prepare and monitor memorandum of agreements of representative structure (e.g. bus, mini-bus taxi, metered taxis). Identify and monitor projects related to transformation of public transport industry. Communicate and advocate on public transport regulations and policies. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/328:
CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X6 POSTS)

SALARY:
R470 040 - R553 677 per annum (Level 10)

CENTRE:
Matatiele Ref No: DOT46 /08/2020
Kinkelbos Ref No: DOT47 /08/2020
Struandale Ref No: DOT48 /08/2020
Graaff- Reinet Ref No: DOT 49/08/2020
Cradock Ref No: DOT 50/08/2020
VTS Ref No: DOT 51/08/2020

REQUIREMENTS:

DUTIES:
Conducting of inspections to DLTC’s to check compliance with procedures: Check availability of registration certificate, registered examiners and their correct grading. Check whether applicants are correctly booked in the register. Check whether all relevant prescribed forms are completed. Inspect layout of yard test in respect of road markings and measurements of manoeuvres are correct. Check that all people using NATIS are authorised to do so and they are effecting appropriate allocated transactions. Audit files and pursue any
irregularities that may prevail which may lead to disciplinary or criminal offence. Conducting of inspections to VTS’s to check adherence with procedures: Check that the site is correctly zoned and the structure has a clear entrance and exit. Check whether the working space provided is of the correct length. Check whether the facilities are correctly calibrated as well as the validity of the calibration certificate as per SABS (SANS) standards. Check whether there is a management representative managing all affairs of the facility. The application and execution of punitive measures in respect of any irregularities and to effect appropriate measures for non-compliance: Suspend or cancel all an authorised officers/stations/centres. Analyze and scrutinize the extent of peculiarities and irregularities for decision making. Issue TS 4 form for warning or TS 5 form for suspension of the station. Execute any duties confined in the Criminal Procedure Act. Execute any duties confined in the Criminal Procedure Act. Monitoring compliance with set provincial specifications by number plate manufacturers and embossers: Conduct physical inspections to embossers to check whether the certificate is displayed conspicuously. Cancel registration for non-compliance.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/329: CHIEF PROVINCIAL INSPECTOR: INSPECTORATE SERVICES REF NO: DOT133 /08/2020

SALARY: R470 040 - R553 677 per annum (Level 10)
CENTRE: Head Office

DUTIES: Evaluate and monitor new and old vehicle testing stations: Ensuring that all vehicle testing stations comply with NRTA 93/96. Ensuring that all equipment installed are calibrated accordingly. Ensuring that all new VTS’s applications are dealt with. Conduct compliance inspections and compilation of reports thereof on Vehicle Testing Stations: Inspect all VTS at-least once annually for compliance purpose. Ensuring reports after inspection is submitted to the inspected VTS proprietor. Issuing TS4 and or TS5 for non-compliance. Follow-up inspections are continually conducted. Conduct investigations regarding fraud and corruption on Vehicle Testing Stations: Reported fraud and corruption to be investigated promptly. Issuing TS4 and or TS5 to the VTS proprietor and or Official suspected of fraud and corruption. Ensuring that suspected culprits are being suspended or cancelled from the NaTIS system.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/330: CONTROL ENGINEERING TECHNICIAN

SALARY: Grade A: R446 202 per annum (all – inclusive OSD package)
CENTRE: Chris Hani Ref No: DOT 15/08/2020
Alfred Nzo Ref No: DOT 16/08/2020

DUTIES: Provide technological advisory services: Support engineers, technicians and associates in field, workshop and office activities. Promote safety standards in line with the statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology.
Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Conduct Research and Development: Keep up with new technologies and procedures. Research/ literature studies on technical engineering technologies to improve expertise. Liaise with relevant boards/ councils on engineering related matters. Perform Administrative and related function: Compile and submit monthly and quarterly reports. Provide inputs on the operational plan. Develop, implement and maintain database.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/331: ASSISTANT DIRECTOR: MOTOR VEHICLE REGISTRATION
AUTHORIZATION REF NO: DOT132/08/2020

SALARY: R376 596 - R454 920 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6)/Bachelor’s Degree (NQF level 7 as recognized by SAQA) in Public affairs/Public Management/ Public Administration/Transportation. 3 years supervisory experience. A Valid Driver’s License. Knowledge: Extensive knowledge of Road traffic Act and Regulations. Public Service Regulations. Traffic management systems (Natis). Performance management system.
DUTIES: Management the Provincial Registering Authorities: Management and ensuring that all the Registering Authorities operates according to the National Road Traffic Act 93/1996. Manages and ensure that all Registering Authorities adhere to the signed Service Level Agreement. Managing and ensuring that all people using NATIS at Registering Authorities are authorised to do so and they are effecting appropriate allocated transactions. Management of introduction of motor vehicles on NaTIS: Managing the receiving of all applications for introductions of motor vehicles on the NaTIS. Management and ensuring that all files received are scrutinized and adhere to all the requirements as per the NRTA 93/96 as well as the minimum requirements for sensitive transactions. Managing and ensuring that all transactions performed are counterchecked and authorised. Manage the turnaround time for all transactions to be performed. The Management and verification of sensitive transactions: Managing the issuing of sensitive transactions to users. Managing and ensuring that all sensitive transactions are captured. Execute any duties confined in the Road Traffic Act (Act 93/ 1996). Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from Director. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/332: ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER REF NO: DOT31/08/2020

SALARY: R376 596 - R454 920 per annum (Level 09)
CENTRE: Mthatha Airport
DUTIES: Implement airport safety Standards as per CAA requirements. Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement.
Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/333: ASSISTANT DIRECTOR (MONITORING INSTITUTIONAL SUPPORT & DEVELOPMENT (SCHOLAR TRANSPORT) REF NO: DOT32/08/2020

SALARY: R376 596 - R454 920 per annum (Level 09)

CENTRE: East London


DUTIES: Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS word both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes: Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Engineering challenges. Implement and manage bush clearing. Control the district fencing obligations. Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring/Perform OHS audits. Approve contractor OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely
Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/334**: ASSISTANT DIRECTOR (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS

**SALARY**: R376 596 - R454 920 per annum (Level 09)

**CENTRE**:
- Alfred Nzo Ref No DOT33/08/2020
- Amathole Ref No: DOT34/86/2020
- Sarah Baartman Ref No: DOT35/08/2020

**REQUIREMENTS**:

**DUTIES**:
Monitor compliance with contractual obligations. Visit all routes identified in the contract to verify whether the service is being rendered. Hold community meetings to collect information on how to improve operations of contracted bus services. Liaise with contracted bus operators to enquire about challenges they encounter that could lead to them failing to meet their contractual obligation. Facilitate conducting of regular road worthy tests by law enforcement officials in all buses operating in the district to ensure safety of passengers. Ensure that the service has been rendered before payment of waybills and claims. Monitor interaction between bus operators and commuters to foster sound relations as per the requirements of the contract. Produce compliance reports for submission to head office. Handle passenger and community complaints. Implement non motorised scholar transport programme. Liaise with department of education for identification of beneficiaries. Engage identified schools to determine demand. Provide bicycles to identified learners. Facilitate conducting of road safety education to all bicycle recipients. Provide participating schools with bicycle spares. Liaise with school principals and school governing body to assess impact of the program in improving school attendance and subsequently academic performance. Render advice in the development of integrated transport plan: Participate in the development of integrated transport plans by local authorities. Liaise with local chiefs, councilors and commuters organizations to determine public transport needs in their respective areas. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental delegations.

**ENQUIRIES**: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/335**: ASSISTANT DIRECTOR (OPERATIONS): PUBLIC TRANSPORT OPERATIONS

**SALARY**: R376 596 - R454 920 per annum (Level 09)

**CENTRE**:
- Chris Hani Ref No: DOT36/08/2020
- Amathole Ref No: DOT37/08/2020
- Sarah Baartman Ref No: DOT38/08/2020
- Joe Gqabi Ref No: DOT39/08/2020
- OR Tambo Ref No: DOT40/08/2020

**REQUIREMENTS**:

**DUTIES:**
Facilitate institutionalization and formalization of the taxi industry: Conduct regular meets with regional taxi associations and other relevant taxi structures in the district. Assist the minibus taxi associations to conduct elections. Facilitate training of the taxi operators: Identify training needs for the taxi industry. Liaise with SETAs and training providers. Appoint a service provider to provide training of taxi operators. Arrange training for the minibus taxi operators (owners & drivers). Render conflict resolution and mediation services: Visit areas where there is conflict reported or complaint registered. Gather information to determine the root cause of the conflict or dispute. Provide gathered information to the intelligence unit of that particular area. Facilitate mediation and reconciliation between the parties that are in conflict. Monitor implementation of agreed upon resolutions to curb future conflicts. Drive the implementation of taxi recapitalization program: Market taxi recapitalization program to the taxi operators. Assist taxi operators with relevant documentation for scrapping. Assist taxi operators to take their vehicles to the taxi scraping agency for scrapping. Make follow up with the taxi scraping agency around outstanding payments. Receive regular update on the number of taxis scraped in the district. Conduct awareness workshops on advantages of setting up co-operatives by taxi industry. Facilitate establishment of cooperatives as part of transformation of the taxi industry. Monitor operations of cooperatives and provide support where necessary. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental financial delegations.

**ENQUIRIES:**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/336**
**ASSISTANT DIRECTOR: OHS-TECHNICAL SUPPORT & PROFESSIONAL**
**REF NO: DOT41 /08/2020**

**SALARY:**
R376 596 - R454 920 per annum (Level 09)

**CENTRE:**
OR Tambo

**REQUIREMENTS:**

**DUTIES:**
Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS word both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections. Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes: Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Engineering challenges. Implement and manage bush clearing. Control the district fencing obligations. Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are
signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/337:
ASSISTANT DIRECTOR: TRANSPORT SAFETY EDUCATION REF NO: DOT42/08/2020

SALARY:
R376 596 - R454 920 per annum (Level 09)

CENTRE:
Head Office

REQUIREMENTS:

Knowledge:

DUTIES:
Alignment of road safety programs with the departmental strategy: Participate in the identification of road safety programmes. Liaise with traffic control to identify areas with high pedestrian fatalities. Participate in the development of road safety operational plan. Effective implementation of road safety programs: Participate in the establishment of road safety councils. Coordinate development of a schedule of meetings in conjunction with road safety councils. Coordinate the identification of schools for participation in road safety debate. Attend to applications for scholar patrol services. Coordinate road safety awareness programmes targeting rural farmers/stock owners. Market the driver of the year completion to public transport and heavy vehicles drivers to maximise participation. Effective implementation of road safety projects: Draft a clear programme for road safety in the National Arrive Alive Campaign. Liaise with other stakeholders around organising of Arrive Alive Campaign. Coordinate implementation of the programme during Arrive Alive Campaign. Facilitate acquisition of promotional material for road safety projects. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/338:
ASSISTANT DIRECTOR: TRANSPORT SAFETY

SALARY:
R376 596 - R454 920 per annum (Level 09)

CENTRE:
Alfred Nzo Ref No: DOT43/08/2020
Amathole Ref No: DOT44/08/2020
REQUIREMENTS:

DUTIES:
Implement road safety education programs: Liaise with the department of education for identification of schools that will participate in road safety education. Receive and conduct assessments on applications for scholar patrol. Coordinate implementation of school road safety debates. Coordinate utilization of Junior Traffic Testing Center. Monitor the condition of Junior Traffic Testing Centers and facilitate repair works if needed. Manage community road safety council operations: Liaise with community structures for establishment of community road safety councils. Facilitate induction of appointed community road safety councils. Assist community road safety councils to develop their operational plans. Verify travelling claims from community road safety council members against implementation reports and authorize payment. Facilitate spending of budget allocated to community road safety council operations. Receive, analyze and consolidate implementation reports submitted by road safety councils. Facilitate sitting of provincial community road safety council meetings. Implement community road safety awareness programs: Coordinate intergovernmental stray animal management programs. Establish good working relationship with community leaders and structures to promote stray animal management. Facilitate training of road rangers on road safety awareness. Coordinate driver training program for private sector organizations. Implement projects identified by the National Department of Transport like driver of the year competition and arrive alive campaigns. Administer human and capital resources: Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Gather information from outside bodies and staff and collate it to produce performance assessment reports. Authorize expenditure up to the delegated amount. Input in the budgeting process for the section.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/339:
ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: DOT52/08/2020 (X2 POSTS)

SALARY:
R376 596 - R454 920 per annum (Level 09)

CENTRE:
Head Office

REQUIREMENTS:

DUTIES:
Administer road based public transport contracts Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address varientions in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage
subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/340: ASSISTANT DIRECTOR: EPWP (COORDINATING AND MONITORING) REF NO: DOT 53/08/2020

SALARY : R376 596 - R454 920 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS:

DUTIES:
The recording of economic empowerment impact with respect to historically disadvantaged individuals. Engage communities where the study will be conduct. Facilitate development and approval of questionnaire. Administer distribution and filling of questionnaire. Facilitate the capturing and compilation of data. Administer data analysis and compile write report. Monitor and evaluate all departmental EPWP projects. Develop a sound Monitoring environment and systems for the Department. Monitor the performance of the Department on EPWP against the set targets. Conduct evaluation studies on the Departmental performance periodically. Conduct analysis report to inform the strategic direction of the programme. Liaise with the relevant programmes within the department regarding EPWP projects to be implemented during financial year. Coordinate EPWP projects implementation. Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Acquire community skills profile to facilitate project beneficiation. Ensure effective management of the section. Manage all human resource allocated to the section. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/341: ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT (CBP)

SALARY : R376 596 - R454 920 per annum (Level 09)
CENTRE : Head Office Ref No: DOT 54/08/2020

Alfred Nzo Ref No: DOT 55/08/2020

REQUIREMENTS:
DUTIES:
Implementation of the Community Development Programmes in accordance with the strategy and plan: Facilitate the sourcing of community profiles so as to be able to set targets for the district. Facilitate the allocation of targets. Support with the compiling of quarterly and annual deliverables for the programme in line with the Annual Performance Plan. Support the prioritization of the projects for social facilitation service. Ensure the monitoring of the recruitment process of EPWP participants. Support the social facilitation services of projects within the district. Facilitate the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Develop roll out plan for all provincial projects including those of client departments in line with the project time frames. Facilitate compilation and prioritization of the projects: Collect and consolidate list of projects to be implemented by DoT and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Assist in the allocation of social facilitators per project and per region. Collate and analyze community engagements reports to all stakeholders: Facilitate implementation of reporting system for community engagement. Process and analyze reports, and identify critical areas that require further engagements. Arrange feedback sessions. Facilitate the development of community capacity building initiatives: Conduct community skills audits. Interact with the captains of industries to assess the skills required. Draw training plans in line with the gaps identified during skills audits. Facilitate development of the procurement plan for training (outsourced), and compile training manuals (insourced). Facilitate allocation of trainers, and monitor the roll out. Monitor and evaluate the training periodically. Support with the management of the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Conflict Management: Resolve problems of motivation and control with minimum guidance from manager. Human Resource Management: Supervise allocated functions to staff based on individual potential and provide the necessary guidance and support by affording support staff adequate training and development opportunities. Timeously facilitate development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Directorate. Manage and supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Asset and Financial Management: Manage the maintenance and safekeeping of assets and budgets as per approved delegations.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/342
ASSISTANT DIRECTOR: SYSTEM SECURITY OFFICER
Ref No: DOT142/08/2020
Re-advertisement

SALARY: R376 596 - R454 920 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS:

DUTIES:
Management of the system security aspects: To ensure availability and access to all the systems of the sub-program. To ensure security compliance with regards to access to the systems. To ensure compliance with regards to access control and security of the server rooms. To ensure timeous availability of the required equipment. To ensure access control and security to the eNaTiS Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To maximize the effectiveness of the Provincial Helpdesk to all relevant stakeholders. To ensure compliance with submission of weekly/monthly/quarterly reports as generated by the systems. To ensure compliance by all stakeholders with regards to the Service Level Agreements Management of Provincial NaTiS Support Centre. To workshop the System Users on the NRTA. To workshop the System Users on any Law Amendments that are directed to the functionality of the system. To workshop the System Users on any system
updates as provided for by NDOT/RTMC. The Provision of training to all Provincial NaTIS users: To identify shortfalls as per compliance and audit reports. To inform the training needs for each DLTCs, VTSs and RAs within the province. Ensuring compliance of infrastructure by Service Providers: To randomly analyze and scrutinize reports generated by the Helpdesk, RA’s, DLTC’s, Weighbridges, Back Office and VTS’s. To interview where possible the Management Representatives and System Users. To escalate any possible trends of misuse to the Head of Department and other Law Enforcement Agencies. To represent the Department in any investigation, prosecution or defense required within the Judicial System. To make follow-ups on any allegations with regards to systems usage.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/343: PRINCIPAL PROVINCIAL INSPECTOR: COMPLIANCE ENFORCEMENT

REF NO: DOT 136/08/2020

SALARY: R316 791 - R373 167 per annum (Level 08)
CENTRE: Head Office

DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. Attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide effective compliance inspection services: Plan and execute DLTCs, VTCs and number plate manufacturers and embossers inspections. Plan and promote compliance with regulation by DLTCs, VTCs, Number plate Manufacturers and embossers. Plan and participate in special law enforcement anti-fraud and corruption operations. Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/344: PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X14 POSTS)

SALARY: R316 791 - R373 167 per annum (Level 08)
CENTRE: Amatole – Ref No: DOT 67/08/2020
          Butterworth- Ref No: DOT68/08/2020
          Grahamstown- Ref No: DOT 69/08/2020
          Aberdeen- Ref No:DOT 80/08/2020
          Alfred Nzo- Ref No: DOT81/08/2020 (X2 Posts)
          Pakade- Ref No: DOT82/08/2020
          Graaff-Reinet- Ref No: DOT83/08/2020
          Humansdorp- Ref No: DOT84/08/2020
          Hani: Queenstown Station-Ref No: DOT85/08/2020 (X2 Posts) Queenstown: Cradock Station- Ref No: DOT 86/08/2020 (X1 Post)
**REQUIREMENT**: 

**DUTIES**: 
Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers’ Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle roadworthy tests. Provide visible Traffic Control/Policing and promote/enforce crime prevention activities. Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and/or special law enforcement operations. Perform all administrative activities and related duties. Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official’s financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies’ operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions. Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

**ENQUIRIES**: 
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/345**: SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT REF NO: DOT 88/08/2020

**SALARY**: R316 791 - R373 167 per annum (Level 08)

**CENTRE**: Sarah Baartman


**DUTIES**:
Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and
orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/346**
SENIOR PROJECT COORDINATOR: INNOVATION & EMPOWERMENT
REF NO: DOT 89/08/2020

**SALARY**
R316 791 - R373 167 per annum (Level 08)

**CENTRE**
OR Tambo

**REQUIREMENTS**

**DUTIES**
Promote the identification of innovative ideas: Administer identified innovation initiatives. Administer partnerships with other state entities and private sector organisations to enhance innovation. Organise research initiatives to identify new solutions to poverty alleviation initiatives. Maintain innovation and knowledge hub to support departmental programs and projects. Promote conceptualisation of ideas. Administer capacitation of beneficiaries through training: Organise training and learnership programmes for all EPWP transportation infrastructural projects. Coordinate involvement of Provincial FET’s in the in-service training of students and technical personnel in labour intensive training. Organise training programmes for emerging contractors. Mobilise community participation in all training initiatives. Administer alignment of training programs with relevant SITAS. Administer entries of SMMEs and PPPs into the economy: Administer accreditation of SMMEs and PPPs with relevant accreditation bodies. Market and promote the use of SMMEs and PPPs in the implementation of transport based projects both in the department and municipalities. Encourage business sector to support SMMEs in order to empower them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/347**
PRINCIPAL ROAD SAFETY OFFICER

**SALARY**
R316 791 - R373 167 per annum (Level 08)

**CENTRE**
Fort Beaufort Ref No: DOT90/08/2020
Maclear Ref No: DOT91/08/2020

**REQUIREMENTS**

**DUTIES**
Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects:
Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/348: ROADS SUPERINTENDENT: SPECIAL MENTEINANCE REF NO: DOT 91/08/2020

SALARY: R316 791 - R373 167 per annum (Level 08)

CENTRE: Amathole


DUTIES: Supervise the provision of road construction and/or maintenance services through the following. Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Provide support in the development of team members. Manage handling and maintenance of heavy road construction machines and vehicles. Provide mentorship regarding the caring for and handling of all road construction machinery and vehicles. Manage Resources allocated to the post holder including Human Resources. Allocate tasks. Co-ordinate work schedules. Handle basic HR functions. Performance appraisal.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/349: ENGINEERING TECHNICIAN: CIVIL (One Year Contract)

SALARY: R311 859 per annum (OSD)

CENTRE: KSD Ref No: DOT56/08/2020
Nyandeni Ref No: DOT57/08/2020
OR Tambo Ref No: DOT58/08/2020
Port St Johns Ref No: DOT59/08/2020 (X2 Posts)
Grahamstown Ref No: DOT60/08/2020 (X5 Posts)


DUTIES: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel N: (043) 604 7455/7458
**POST 21/350** : ENGINEERING TECHNICIAN: MECHANICAL (X3 POSTS)
(One Year Contract)

**SALARY** : R311 859 per annum (OSD)

**CENTRE** :
- Alfred Nzo Ref No: DOT 61/08/2020
- Grahamstown Ref No: DOT62/08/2020

**REQUIREMENTS** :
- National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Mechanical Engineering. A Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organizing.

**DUTIES** :
- Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions: Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES** :
- Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/351** : ENGINEERING TECHNICIAN (X4 POSTS)
(1 Year Contract)

**SALARY** : R311 859 per annum (OSD)

**CENTRE** :
- Amathole-Special Mtainance Peddie- Normal Mtainance Ref No: DOT65/08/2020 (X3 Posts)
- Mnquma- Normal Mtainance Ref No: DOT6/08/202 (X2 Posts)

**REQUIREMENTS** :

**DUTIES** :
- Render technical services under supervision: Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions: Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES** :
- Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
POST 21/352  PERSONAL ASSISTANT REF NO: DOT 92/08/2020

SALARY  R257 508 - R303 339 per annum (Level 07)

CENTRE  Head Office (Transport Regulation)

REQUIREMENTS  National Senior Certificate, National Diploma (NQF level 6) Secretarial Diploma/Office Management and Technology. 1-2 years’ experience in rendering a support service to Senior Management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES  Provides a secretarial/receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee’s requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/reports and make noted and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager’s budget: Collects and coordinates all the documents that relate to the manager’s budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensures that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES  Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
POST 21/353: ADMIN OFFICER: MONITORING REF NO: DOT93/08/2020

SALARY: R257 508 - R303 339 per annum (Level 07)
CENTRE: Scholar Transport: Amatole
DUTIES: Monitor implementation of scholar transport programme: Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD’s submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport: Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Evaluate the impact of scholar transport towards economic development within the district.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/354: ADMIN OFFICER (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS

SALARY: R257 508 - R303 339 per annum (Level 07)
CENTRE: Alfred Nzo Ref No: DOT 94/08/2020
Chris Hani Ref No: DOT95/08/2020
OR Tambo Ref No: DOT96/08/2020
REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management. 1-2 years’ experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
DUTIES: Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Range travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/355: ROAD SAFETY OFFICER

SALARY: R257 508 - R303 339 per annum (Level 07)
CENTRE: Mt Ayliff/MaXesibeni REF NO: DOT 97/08/2020)
Matiele Ref No: DOT98/08/2020
Cofimvaba Ref No: DOT99/08/2020
OR Tambo Ref No: DOT100/08/2020


**DUTIES**: Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition. Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post incumbent.

**ENQUIRIES**: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/356**: PRINCIPAL ROAD WORKS FOREMAN REF NO: DOT 101/8/2020

**SALARY**: R257 508 - R303 339 per annum (Level 07)

**CENTRE**: Amathole

**REQUIREMENTS**: National Senior Certificate or equivalent. A Valid Driver’s license (A minimum of Code 8). Five (5) years’ relevant experience in the environment. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

**DUTIES**: Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**: Directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/357**: PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP) REF NO: DOT102/8/2020

**SALARY**: R257 508 - R303 339 per annum (Level 07)

**CENTRE**: Alfred Nzo

DUTIES: Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/358: SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (X16 POSTS)

SALARY: R257 508 - R303 339 per annum (Level 07)

CENTRE: Alfred Nzo Ref No: DOT103/08/2020
Fort Beaufort REF NO: DOT105/08/2020
Zwelitsha Ref No: DOT 106/08/2020
Elliotdale Ref No: DOT107/08/2020
Struandale Ref No: DOT108/08/2020
Grahamstown Ref No: DOT109/08/2020
Chris Hani: Queenstown Station Ref No: DOT110/08/2020 (X2 Posts)
Cradock Ref No: DOT111/08/2020
Joe Gqabi Ref No: DOT112/08/2020
Sterkspruit Ref No: DOT113/08/2020
Mthatha Ref No: DOT114/08/2020 (X4 Posts)


DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safe guard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Driver’s Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy test. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated areas and warn motorists at hazardous locations (i.e. damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operational plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of directorate. Mentor and coach Provincial Inspectors on probation and appointed Provincial Inspectors. Facilitate training and development of Provincial Inspectors on probation. Assess competencies of Provincial Inspectors on probation. Mentor appointed Provincial Inspectors on further developmental needs.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
POST 21/359 : PRINCIPAL FIREMAN (TRAINING OFFICER): FIRE RESCUE & APRON SERVICES REF NO: DOT124/08/2020

SALARY : R257 508 - R303 339 per annum (Level 07)
CENTRE : Umthatha Airport

DUTIES : Governance, Compliance and Risk Management: Adhere to statutory regulations, organizational standards, policies and procedures. Report non-compliance and implement corrective actions to ensure compliance. Render Training services: Manage the Aerodrome Rescue and Fire Fighting Training requirements in conformance to the South African Civil Aviation (SACAA) standards recommendation practices and technical standards and to South African legislation requirements. Implement training programmes to ensure operational readiness. Schedule and facilitate operational on-the-job theoretical and practical training for ARFF. Conduct competency assessments in line with legislative requirements. In conjunction with the ARFF department of ACSA Training Academy, amend and update the content of on-the-job and practical training, as and when required. Conduct regular training needs analysis and submit for inclusion in the training plan. Implement and maintain training QMS and filling system to ensure compliance to regulatory standards.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/360 : PRINCIPAL ROAD WORKS FOREMAN REF NO: DOT 125/08/2020

SALARY : R257 508 - R303 339 per annum (Level 07)
CENTRE : BCM: Normal Maintenance
REQUIREMENTS : National Senior Certificate or equivalent. A Valid Driver’s license (A minimum of Code 8). Five (5) years’ relevant experience in the environment. Knowledge: Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.

DUTIES : Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the component. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel N: (043) 604 7455/7458

**POST 21/361**
**ADMIN OFFICER: MOTOR VEHICLE REGISTRATION & AUTHORIZATION**
**REF NO: DOT 135/08/2020**

**SALARY**
R257 508 - R303 339 per annum (Level 07)

**CENTRE**
Head Office

**REQUIREMENTS**
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7)/National Diploma (NQF 6) as recognized by SAQA in Public Administration/Transportation Diploma/ Traffic Management diploma. 3 – 5 year relevant NaTIS experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

**DUTIES**
Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back office support to Driving License Testing Centers, Vehicle Testing Centers and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyze queries and provide advice on steps to be taken to resolve them. Guide end user on step by step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request (affecting the infrastructure (Moving of NaTIS system from one office to another; Installation of new system to on the new center, etc.). Facilitate procurement of additional and new equipment.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/362**
**ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS**

**SALARY**
R257 508 - R303 339 per annum (Level 07)

**CENTRE**
Alfred Nzo – Ref No: DOT 137/08/2020
Chris Hani – Ref No: DOT138/08/2020
OR Tambo – Ref No: DOT139/08/2020

**REQUIREMENTS**
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management/ Business administration. 3 years’ relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES**
Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held
with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filling system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/363**
**PROJECT COORDINATOR: INNOVATION AND EMPOWERMENT (CBP)**

**SALARY** : R257 508 - R303 339 per annum (Level 07)
**CENTRE** : OR Tambo – Ref No: DOT140/8/2020
**Sarah Baartman - Ref No: DOT141/8/2020**

**REQUIREMENTS**
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Management/ Public Administration/ Development Studies/Community Development/ Monitoring & Evaluation/Social Science/Project Management. 1-2 years relevant experience in the field. A valid driver’s license.

**Knowledge:**

**DUTIES**
Make office travel arrangements and process subsistence and travel claims. Procure goods and services for the directorate. Receive invoices and facilitate payment. Maintain the sub-directorates payment register. Develop a database service of service beneficiaries from the district. Attend to all office logistics, including ensuring proper filing systems. Compile monthly progress reports on individual projects handled by the sub-directorate. Liaise with districts and directorate clients.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/364**
**SENIOR ROAD WORKS FOREMAN REF NO: DOT115/08/2020**

**SALARY** : R208 584 - R245 694 per annum (Level 06)
**CENTRE** : Port St Johns

**REQUIREMENTS**
National Senior Certificate with a minimum of 2 years’ experience in Roads construction and Maintenance. Knowledge: Operating roads machinery, equipment and material.

**DUTIES**
Implement roads maintenance projects according to prescribed roads standards. Patching broken or eroded pavement. Repairing guard rails, highway markers, and snow fences. Mow or clear brush from a long road or plow snow from roadway.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/365**
**PROVINCIAL INSPECTORS**

**SALARY** : R208 584 - R245 694 per annum (Level 06)
**CENTRE** :
- Mt Frere/KwaBhaca Ref No: DOT 116/08/2020 (X3 Posts)
- Mbizana Ref No: DOT117/08/2020 (X2 Posts)
- Komga Ref No: DOT118/08/2020 (X2 Posts)

**REQUIREMENTS**
National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. At least code B Valid Driving license. No experience required. No criminal record.

**Knowledge:**
Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

**DUTIES**
- Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers).
- Examine Drivers' Licenses and Motor Vehicles: Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities: Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties: Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

**ENQUIRIES**
- Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 21/366**

**ARTISAN (MECHANIC) (X3 POSTS)**

**SALARY**
- Grade A: R179 523 - R 199 242 per annum (OSD)

**CENTRE**
- Peddie – Ref No: DOT121/08/2020
- Raymond Mhlaba – Ref No: DOT122/08/2019
- OR Tambo – Ref No: DOT123/08/2020

**REQUIREMENTS**

**DUTIES**
- Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and/or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.

**ENQUIRIES**
- Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
POST 21/367

LICENSING ADMIN CLERK: MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 134/08/2020

SALARY: R173 703 - R204 612 per annum (Level 05)
CENTRE: Head Office
REQUIREMENTS: National Senior Certificate or Equivalent qualification. Relevant NaTIS experience required. Knowledge: Knowledge of NATIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

DUTIES: Render generic administration support services: Receiving of NaTIS Transaction Request documents from RAs, DLTCs and VTSs through fax and hand delivery. Arrange the documents in sequence order. Record the received document in the Tracking system. Issue reference numbers to the received documents. Record the received documents in a manual register for distribution purposes. Distribution of documents to different users. Verification of information in the document. Provide logistical/ procurement clerical support services within the component: Incoming telephone calls receiving. Telephone assistance of problems encountered by the different users / offices within the Province. Recording technical problems from the users / offices within the Province. Logging of calls reported by the different users / offices within the Province to the RTMC helpdesk. Attending to problems by members of public. Liaise with internal and external stakeholders in relations to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain asset register of the component. Provide personnel administration clerical support services within the component: Verifying different sensitive Transaction according to minimum requirements for sensitive transactions. Perform enquirers transactions on the NaTIS system. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travelling claims of officials and submit to management for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/368

SECRETARY

SALARY: R173 703 - R204 612 per annum (Level 05)
CENTRE: Transport Infrastructure Fleet Services (Head Office) Ref No: DOT 119/08/2020
Scholar Transport (Back & Front offices Services) Ref No: DOT 120/08/2020
(X2 Posts)

REQUIREMENTS: National Senior Certificate, with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 1 year relevant experience. Knowledge: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES: Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the appointments secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood property. Remain abreast with the procedures and processes that apply in the particular office.
<table>
<thead>
<tr>
<th>POST 21/369</th>
<th>ADMINISTRATION CLERK (PRODUCTION): PUBLIC TRANSPORT OPERATIONS</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 - R204 612 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Amathole - Ref No: DOT 126/08/2020</td>
</tr>
<tr>
<td></td>
<td>Chris Hani - Ref No: DOT 127/08/2020</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office-items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458</td>
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</tbody>
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<thead>
<tr>
<th>POST 21/370</th>
<th>DRIVER/OPERATOR REF:DOT 128/08/2020 (X11 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R145 281 - R171 138 per annum (Level 04)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Chris Hani</td>
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<tr>
<td>REQUIREMENTS</td>
<td>NQF level 3 (Grade 10 certificate or equivalent). Driver’s license (A minimum of Code 10/ C1 with Professional drivers permit) C1PRDP and practical test. Five (5) years’ driving experience Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458</td>
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<tr>
<th>POST 21/371</th>
<th>ROAD WORKER REF NO: DOT 129/08/2020 (X4 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R122 595 - R144 411 per annum (Level 03)</td>
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<tr>
<td>CENTRE</td>
<td>Chris Hani</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>NQF level 3 (Grade 10 certificate or equivalent). Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures Skills: Communication, Ability to read and write, Good eyesight, Team work.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Support road construction and/or maintenance through the following: construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work. Crushing of road material Manage the allocated tools: Ensure maintenance and safekeeping of tools allocated to him/her.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458</td>
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</tbody>
</table>
POST 21/372: DRIVER/MESSENGER: RECORDS AND REGISTRY MANAGEMENT REF NO: DOT 130/08/2020

**SALARY** : R122 595 - R 144 411 per annum (Level 03)
**CENTRE** : Mthatha Airport
**DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department, Copy and fax documents, Assist in the registry.
**ENQUIRIES** : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 21/373: GENERAL ASSISTANT REF NO: DOT 131/08/2020 (X3 POSTS)

**SALARY** : R102 534 - R120 780 per annum (Level 02)
**CENTRE** : Alfred Nzo
**REQUIREMENTS** : Abet. No experience required Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations. Communication skills (Verbal & written).
**DUTIES** : Perform general work assistance. Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.
**ENQUIRIES** : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458
ANNEXURE T

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 18 September 2020

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

OTHER POSTS

POST 21/374 : HEAD: CLINICAL DEPARTMENT: GRADE 1: MEDICAL
REF NO: H/H/12

SALARY : R2 161 416 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : MBCHB Degree. Registration as a Medical Specialist in a normal Speciality or in a sub speciality with the HPCSA. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal Speciality or in a recognised sub-speciality. Knowledge And Skills: Knowledge of related policies, protocols, directives and legislation. Basic knowledge on medical/surgical conditions and emergency diagnosis and management. Management qualifications and experience e.g. MBA, Diploma in Business or equivalent qualifications. PhD will be an added advantage. Experience in Clinical Academic Management. A Good research record.

DUTIES : Manage the rendering of Clinical Services at a Tertiary Hospital. All activities related to the Management of the Clinical Services. Manage resources e.g. Human Resources, Financial Management, SCM etc. Ensure healthy and safe environment within the hospital and manage Clinic Risk

ENQUIRIES : Me B S Ramodula Tel No: (051) 405 1929/1603/1199
APPLICATIONS : To Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300
FOR ATTENTION : Me F.M Letlhoo

POST 21/375 : HEAD CLINICAL UNIT: MEDICAL: ORTHOPAEDICS: GRADE 1 REF NO: H/H/11

SALARY : R1 728 807 per annum (OSD)
CENTRE : Boitumelo Regional Hospital: Kroonstad
REQUIREMENTS : MBCHB or equivalent Degree. Appropriate qualification as Medical Specialist in Orthopedics. A valid registration with HPCSA for 2020/2021. Experience: A

**DUTIES**

To manage the hospital’s Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support service and nursing service. Develop, implement, monitor and evaluate operational plans for clinical services. Co-operation, liaison and communication with all stakeholders. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the Clinical Manager.

**ENQUIRIES**

Dr K Mahasa, Tel No: (056) 216 5200 (Human Resource Section)

**APPLICATIONS**

To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

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**CENTRE**: Mofumahadi Manapo Mopeli Regional Hospital, QWAQWA

**REQUIREMENTS**: MBCHB or equivalent Degree. Registration with HPCSA as Medical Specialist in Obstetrics & Gynaecology. A minimum of 3 years’ experience after registration with the HPCA as a Medical Specialist (A certificate of service must be attached). Do outreach and travel and stay over at outreach sites. Must be prepared to work in the Primary Health Care Environment. Knowledge And Skills: Sound knowledge of general Obstetrics & Gynaecology; Good technical skills suitable for high care unit interventions and advanced diagnostic procedures; Good verbal and written communication skills; Strong interpersonal skills to lead and coordinate multi-disciplinary patient care; 7 Appropriate teaching and supervisory abilities including medical ethics, epidemiology and statistics; Awareness of cross-cultural differences; Knowledge of public service legislation, policies and procedures; Conflict management skills; Management and administrative skills. ACLS, ATLS, APLS, BLS. Experience in Clinical Governance. Experience in Primary Health Care.

**DUTIES**

Clinical care: Management of Obstetrics & Gynaecology inpatients, outpatients and emergencies; Scholarship: On-going medical education and professional development, including participating in academic meetings, developing and implementing research projects, and teaching undergraduate and postgraduate students; Professionalism: Oversight and leadership of medical staff, and medical students; Governance: Participation in reporting and analysis of patient safety incident reports, coordination of morbidity and mortality meetings, and development of standard operating procedures; Administration and management: Participation in administrative systems including audits, equipment management, roster making and leave management; Projects: Development and oversight of specific projects within the institution.

**ENQUIRIES**

Dr SJ Moloi: Head: Clinical Services Tel No: (058) 718 3200/3206.

**APPLICATIONS**

To Be Send To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION**: Mr S R Makoko
POST 21/377

CLINICAL MANAGER: MEDICAL: GRADE 1

REF NO: H/C/16

SALARY: R1 173 900 per annum. (OSD) (Applicants might be required to enter into a commuted overtime contract.)

CENTRE: Mangaung Metro District

REQUIREMENTS:
- MBCHB or equivalent Degree. Proof of current registration. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA.
- Knowledge and Skills: Strong management and leadership skills. Good communicational and interpersonal skills. Knowledge of related policies, protocols, directives and legislation. Basic knowledge on medical/surgical conditions and emergency diagnosis and management. Computer literacy and numeracy skills.

DUTIES:
- Oversee the rendering of quality medical services, liaising with other clinicians and managers in the clinics and hospital for better health outcomes. Coordinate District Clinical Governance structures. RCA, PTC, and timeous reporting.
- Develop clinical care and guidelines, protocols and SOP's and monitor the implementation thereof. Support and monitor facilities in the attainment of good performance outcomes, compliance accreditation with quality standards (OHSC, IHF, ICRM etc.) Render effective and efficient coordinated clinical services including public health within the entire district. Ensure proper management of the cost center and other resources.

ENQUIRIES:
- Me N J Ramarou-Makhoali
- Tel No: (051) 447 2194

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

FOR ATTENTION: Mr T A Mokoqo

POST 21/378

CLINICAL MANAGER: MEDICAL: GRADE 1: REF NO: H/C/28

SALARY: R1 173 900 per annum. (OSD) (Applicants might be required to enter into a commuted overtime contract.)

CENTRE: Embekweni Hospital, Zastron

REQUIREMENTS:
- MBCHB or equivalent Degree. Registration as a Medical Practitioner with HPCSA. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA. Proof of registration for 2020/2021

DUTIES:
- Manage hospital's Clinical Services and clinical support services to ensure its effective and efficient delivery of quality service. Ensure integration of clinical service, clinical support services and nursing services. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support services.
- 4. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreached to primary Health Care Clinics. Responsible for managing medico legal risks and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical Services

ENQUIRIES:
- Dr E M N Caka, Tel No: (051) 673 1267

APPLICATIONS:
- To Be Send to: The Chief Executive Officer, Embekweni Hospital, (Conatct person: Me P Botha), Private Bag X 5, ZASTRON, 9958

POST 21/379

MEDICAL SPECIALIST: GRADE 1-3 (OBSTETRIC & GYNECOLOGY) REF NO: H/M/7

SALARY:
- Grade 1: R1 106 040.per annum (OSD)
- Grade 2: R1 264 623.per annum (OSD)
- Grade 3: R1 467 651 per annum (OSD)

(Applicants might be required to enter into a commuted overtime contract.)

CENTRE: Boitumelo Regional Hospital: Kroonstad

REQUIREMENTS:
- MBCHB or equivalent Degree. Registered with the HPCSA as Medical Specialist in an Obstetrics & Gynecology. Experience: Grade 1: none. Grade
2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Valid driver's license. Proof of current registration for 2020/2021

**Knowledge and Skills:**
- Computer literacy.

**DUTIES:**
- Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing community service.

**ENQUIRIES**
- Dr K Mahasa, Tel No: (056) 216 5200 (Human Resource Section)

**APPLICATIONS**
- To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

**FOR ATTENTION**
- Me M November

**POST 21/380**

**MEDICAL SPECIALIST: GRADE 1-3: (X4 POSTS)**

**SALARY**
- Grade 1: R1 106 040 per annum (OSD)
- Grade 2: R1 264 623 per annum (OSD)
- Grade 3: R1 467 651 per annum (OSD)

(Applicants might be required to enter into a commuted overtime contract.)

**CENTRE**
- Universitas Hospital, Bloemfontein
  - Diagnostic Radiology: Ref No: H/M/8
  - Human Genetics: Ref No: H/M/12
  - Neurosurgery: Ref No: H/M/13
  - Orthopaedic Surgery: Ref No: H/M/14

**REQUIREMENTS**
- MBCHB or equivalent Degree. Registration with HPCSA as a Medical Specialist Orthopedic surgery. Must be registered with HPCSA for 2020/2021. South African Citizen with valid driver’s license (Code 8).
- Requirements: Registration with HPCSA as a Medical Specialist in Diagnostic Radiology.
- Requirements: Registration with HPCSA as a Medical Specialist Human Genetics.
- Requirements: Registration with HPCSA as a Medical Specialist Neurosurgery.
- Requirements: Registration with HPCSA as a Medical Specialist Orthopaedic Surgery. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.

**DUTIES:**
- Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES**
- Dr. R Nathan Tel No: (051)-4053496

**APPLICATIONS**
- To Be Send To: The Chief Executive Officer, Universitas Hospital, (Attention: Mr MJ Baleni), Private Bag x20660, bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 CEO, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300.

**POST 21/381**

**MEDICAL SPECIALIST: GRADE1-3: REF NO: H/M/15 (X3 POSTS)**

**SALARY**
- Grade 1: R1 106 040,per annum (OSD)
- Grade 2: R1 264 623 per annum (OSD)
- Grade 3: R1 467 651 per annum (OSD)

(Applicants might be required to enter into a commuted overtime contract.)

**CENTRE**
- Family Medicine, Universitas Hospital, Bloemfontein

**REQUIREMENTS**
- Registration with HPCSA as a Medical Specialist Family Medicine. Must be registered with HPCSA for 2020/2021 as Medical Specialist. South African Citizen with valid driver’s license (Code 8).
- Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality Knowledge and Skills: ACLS, ATLS, APLS, BLS. Experience in clinical governance. Experience in Primary Health Care.
DUTIES: Clinical service delivery. Medical administration and management. In-service and format teaching and training of undergraduate and post graduate students. In-service training and support in clinical areas. Do and supervise research. Involvement in outreach activities. Perform commuted overtime. Maintain quality assurance standards.

ENQUIRIES: Dr R Nathan Tel No: (051) 4053496

APPLICATIONS: To Be Send To: The Chief Executive Officer, Universitas Hospital, (Attention: Mr MJ Baleni), Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 CEO, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300

APPLICATIONS: To Be Send To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, WITSIESHOEK, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

FOR ATTENTION: Mr SR Makoko

POST 21/382: MEDICAL SPECIALIST: GRADE 1-3: PSYCHIATRY REF NO: H/S/8

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

(Candidates might be required to enter into a commuted overtime contract.)

CENTRE: Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

REQUIREMENTS: Appropriate qualifications that allow registration with the HPCSA as Medical Specialist. (A certificate of service must be attached). Experience: Grade 1: none. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Experience in teaching and training. Valid registration with HPCA as Medical Specialist. Do outreach and travel and stay over at outreach sites. Prepared to work in the Primary Health Care Environment. Valid Driver’s license. Knowledge And Skills: Provide evidence of leadership qualities and management experience; Research qualifications either MMed or PhD; Good verbal and written communication skills; Strong interpersonal skills to lead and coordinate multi-disciplinary patient care; 7 Appropriate teaching and supervisory abilities including medical ethics, epidemiology and statistics; Awareness of cross-cultural differences; Knowledge of public service legislation, policies and procedures; Conflict management skills; Management and administrative skills. Experience in Clinical Governance. Experience in Primary Health Care.

DUTIES: To be responsible for service delivery within Mental Health Unit. To fulfill the administrative, academic and research requirements of the Hospital. To supervise medical Officers, Medical Officers interns and Medical Officers who are doing Community Service. Render outreach and support services to other levels of care in our drainage areas. Undertake all tasks as directed by the Head of Clinical Unit and Head of Clinical Services.

ENQUIRIES: Dr SJ Moloi: Head – Clinical Services: Tel No: (058) 718 3200/3206.

APPLICATIONS: To Be Send To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, WITSIESHOEK, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.


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

(Candidates might be required to enter into a commuted overtime contract.)

CENTRE: Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

REQUIREMENTS: MBCHB or equivalent Degree. Registration with HPCSA as Medical Specialist. (A certificate of service must be attached). Experience: Grade 1: none. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Do outreach and travel and stay over at outreach sites. Prepared to work in the Primary Health Care Environment. Knowledge And Skills: Sound knowledge of general internal medicine; Good technical skills suitable for high care unit interventions and advanced diagnostic procedures; Good verbal and written communication skills; Strong
interpersonal skills to lead and coordinate multi-disciplinary patient care; Appropriate teaching and supervisory abilities including medical ethics, epidemiology and statistics; Awareness of cross-cultural differences; Knowledge of public service legislation, policies and procedures; Conflict management skills; Management and administrative skills. ACLS, ATLS, APLS, BLS. Experience in Clinical Governance. Experience in Primary Health Care.

**DUTIES**
Clinical care: Management of medical inpatients, outpatients and emergencies; Scholarship: On-going medical education and professional development, including participating in academic meetings, developing and implementing research projects, and teaching undergraduate and postgraduate students; Professionalism: Oversight and leadership of medical staff, and medical students; Governance: Participation in reporting and analysis of patient safety incident reports, coordination of morbidity and mortality meetings, and development of standard operating procedures; Administration and management: Participation in administrative systems including audits, equipment management, roster making and leave management; Projects: Development and oversight of specific projects within the institution.

**ENQUIRIES**
Dr SJ Moloi: Head – Clinical Services; Tel No: (058) 718 3200/3206.

**APPLICATIONS**
To Be Send To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION**
Mr SR Makoko

**POST 21/384**
**MANAGER: PHARMACEUTICAL SERVICES REF NO: H/M/17**

**SALARY**
R1 089 693 per annum (OSD)

**CENTRE**
Medical Depot, Bloemfontein

**REQUIREMENTS**
B Pharm degree in pharmacy. Registration with the South African Pharmacy Council as Pharmacist. Proof of current registration with SAPC as Pharmacist. Minimum of 3 years post registration experience in management. Proof of current and previous work experience endorsed by HRM or delegated person. Driver’s license

**Knowledge And Skills:** Sound knowledge of the Public Health System, Policy Development within public sector pharmacy, as well as relevant acts, regulations, Good Pharmacy Practice, policies (National Drug Policy), procedures and Differentiated Models of Care. Good communication, leadership, motivational, decision making, team building, ethical, operational, professional and supervisory skills. Knowledge of the principles of evidence based clinical decision making. Pharmacovigilance and Anti-Mecrobial Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organisational, managerial and interpersonal skills. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook)

**DUTIES**
Ensure compliance to all legislative prescripts related to Pharmaceutical Services Delivery. Manage activities related to strengthening of pharmaceutical services and related resource (financial, human and information resources). Provide technical Pharmaceutical advisory services. Manage potential risks to provision of pharmaceutical services and mitigation strategies. Plan, monitor, evaluate and report on the overall performance of the pharmaceutical system inclusive of early warning systems. Manage the maintenance of the Standard Treatment Guidelines (STGs) and Essential Medicine List (EML) and develop user friendly mechanisms to deal with requests to purchase non-EML medicine.

**ENQUIRIES**
Me N B Molongoana Telephone number: (051) 411 0502

**APPLICATIONS**
To Be Send to: The Chief Executive Officer, Medpharm, (Contact person: Mr T April), P O Box 7622 Bloemfontein, 9300

**POST 21/385**
**DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/9**

**SALARY**
R1 026 693 per annum (OSD)

**CENTRE**
Boitumelo Regional Hospital, Kroonstad

**REQUIREMENTS**
B Pharm degree or equivalent qualification. Registration with the SAPC as a Pharmacist. A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Driver’s license

**Knowledge And Skills:**
Management and supervisory skills. Knowledge of relevant legislation, Acts, Policies and regulations administered by the Department of Health. Broad pharmaceutical knowledge. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Good communication, leadership, decision making, team building and motivation skills. Effective planning, organizational, managerial and interpersonal skills.

**DUTIES**

To manage the Pharmacy Department. Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act). Report deficiencies in the department: Keep all storage areas locked, Report broken items, Report lost items to supervisor. Ensure availability, accessibility and affordability of medicine and medical consumable to patients. Compiling, revision and updating of Standard Operational Procedures and Policies. Implementation and maintaining of a referral system. Ensure adherence to Good Pharmacy Practice rules and regulations. Implement policies’ and procedures for pharmaceutical services. To provide leadership, management and support to all Clinical Heads, Clinical Managers, Allied Health professionals and all staff under his/her supervision. Supervision of pharmacists and pharmacy personnel. To conduct service assessment and implement quality improvement programmes. To liaise with other stakeholders within and outside the department of health such as other hospital management teams. Health District Office on Pharmaceutical and management issues. To ensure rational use of resources, both human and financial. To ensure that cost effective pharmaceutical service delivery is maintained within the hospital. Provide pharmaceutical advice to patients and professional colleagues. Work as a part of multi-disciplinary team and lead the Pharmacy and Therapeutic Committee. Compile monthly financial and other reports as required. Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation.

**ENQUIRIES**

Dr S Els Tel No: (056) 2165200 x 2580

**APPLICATIONS**

To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel road, Kroonstad

**FOR ATTENTION**

Me M November

**POST 21/386**

DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/12

**SALARY**

R1 026 693 per annum (OSD)

**CENTRE**

Mangaung Metro District

**REQUIREMENTS**

Appropriate qualification (B Pharmacy) that allows registration with SAPC. Current registration with the SAPC as a Pharmacist. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Knowledge And Skills: Strong management and leadership skills; Good communication and interpersonal skills. Problem solving skills. Knowledge of related policies, regulations, protocols, directives and legislations. Presentation skills.

**DUTIES**

Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping. Distribution and redistribution of stock. To facilitate and assist with the disposal of expired stock. Ensure availability, accessibility and affordability of medicine and medical consumable to patients. Interact and advice the District Manager on pharmaceutical issues. Compiling, revision and updating of Standard Operational Procedures and Policies. Implementation and maintaining of a referral system. Ensure adherence to Good Pharmacy Practice rules and regulations. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutic committee meeting, ECC, etc. Keeping of statistics and compiling of reports. Deliver emergency services. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutics Committee Meeting, ECC. Supervision of pharmacists and pharmacy personnel. Assist in the process of recruiting, appointing, motivating and training of pharmacy personnel. Report deficiencies in the department: Keep all storage areas
ENQUIRIES : Me N J Ramarou-Makhoali, Tel No: (051) 447 2194
APPLICATIONS : To Be Send To: The District Manager, Mangaung Metro, (PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein
FOR ATTENTION : Mr T A Mokoqo
SALARY : R857 559 per annum (OSD)
CENTRE : Health Support Services; Corporate Office: Bloemfontein
REQUIREMENTS : A Bachelor’s Degree or B-Tech or equivalent NQF level 6 qualification in Environmental Health. Registration with the HPCSA in the relevant profession. A minimum of 5 year’s appropriate experience in the relevant profession after registration with HPCSA of which 3 years must be appropriate experience on Management level. A valid driver’s license (Code EB) is a must for the individual who must be prepared to travel extensively throughout the Province. Knowledge And Skills: Knowledge and understanding of legislative framework governing the Environmental or Public Health, PFMA and Treasury Regulations, SCM policies or prescripts. Leadership and management skills in people, strategic planning and its implementation. Knowledge of the key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure.
DUTIES : Coordinate Environmental Health Services in the Province. Compile Environmental Health specific Service Level Agreements or Technical Specifications. Ensure the development and implementation of provincial policy guidelines, strategic or operational plans. Maintain service environmental health service satisfaction through training and quality improvement. Ensure staff development and performance management by implementation of related human resource policies. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain Management Policies. Ensure implementation, monitoring and evaluation of the programme and related contracts.
ENQUIRIES : Mr J M Mokgatle Tel No: (051) 408 1540/1541
APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu
POST 21/388 : MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/9 (X3 POSTS)
SALARY : Grade 1: R821 205 per annum (OSD)
Grade 2: R938 964 per annum (OSD)
Grade 3: R1 089 693 per annum (OSD)
(Applicants might be required to enter into a commuted overtime contract.)
CENTRE : Thusanong District Hospital: Odendaalsrus
REQUIREMENTS : MBCHB or equivalent Degree (Independent Practice): Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3: Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in
DUTIES: Rendering of clinical services of a safe and high quality and appropriate management of patients in PHC in clinics and District Hospital. Ensure development of own skills & knowledge of others which includes examination and treatment of patients, emergencies, wards round and operation procedures. Patients administration and do outreach to the surroundings health facilities / clinics. Providing training and leadership to medical interns, nurses and medical officers doing community service.

ENQUIRIES: Dr. S J Mthimunye: Tel No: (057) 391 7900 / 087 9408 112

APPLICATION: To Be Send To: Chief Executive Officer, Thusanong Hospital Private Bag X1, Odendaalsrus, 9480

FOR ATTENTION: Mr. TD Tsotetsi

POST 21/389: MEDICAL OFFICER: GRADE 1-3: REFERENCE NO: H/M/11

SALARY: Grade 1: R821 205 per annum (OSD)
Grade 2: R938 964 per annum (OSD)
Grade 3: R1 089 693 per annum (OSD)
(Applicants might be required to enter into a commuted overtime contract.)

CENTRE: Dr J S Moroka Hospital, Selosesha

REQUIREMENTS: MBCHB Degree. Registration as Medical Practitioner HPCSA. Proof of HPCSA receipt for the current year. Valid driver’s license. Experience: Medical Officer

Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required by South African legislation. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer

Grade 2: Minimum of 5 years’ relevant experience after registration with the HPCSA as the Medical Officer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 6 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer

Grade 3: Minimum of 10 years’ relevant experience after registration with the HPCSA as a Medical Officer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer

Knowledge and Skills: Good communication and interpersonal skills. Driver’s license is essential.

DUTIES: To render comprehensive, curative, preventative and promotive Health Care Services at the hospital and catchment clinics during normal working hours. Implement quality standards and practice and treatment protocol to ensure correct and effective management of patients. Examination, Diagnosis and Treatment of patients all wards and the emergency department as per workload demands. Perform medico-legal/forensic examinations on victims of gender- based violence and assault. Application of general medical principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education. Ability to work with people outside of the medical sphere, such as police, NPA and NGO’s involved in the holistic care of this subset of patients. After hours’ participation in call roster. Take an active role in the development of high quality services in line with Batho-Pele principles. Participate in outreach programs, training and appropriate supervision of Intern Medical Officers. Assist with administrative and other duties when required. To facilitate clinical service functioning.

ENQUIRIES: Dr C Lesenyeho-Lejakane Tel No: (051) 8739800

APPLICATIONS: To: The Chief Executive Officer, J S Moroka Hospital, (For attention: Mr O W Jaarsen), Private Bag X707, Selosesha, 9785

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POST 21/390 : MEDICAL OFFICER: GRADE 1 - 3 REF NO: H/M/22 (X2 POSTS)

**SALARY**

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

(Applicants might be required to enter into a commuted overtime contract.)

**CENTRE**

Tokollo/Mafube District Hospital, Heilbron

**REQUIREMENTS**

- MBCHB Degree. Registration as Medical Practitioner with the HPCSA in respect of South African qualified employees. (Independent Practice) in respect of South African qualified employees. Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner.
- Medical Officer Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner.
- Medical Officer Grade 3: Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Knowledge And Skills:** Knowledge of basic surgery. Knowledge of Primary Health Care. Driver’s license. Ability to work under pressure. Good communication skills. Computer literate.

**DUTIES**

To render comprehensive, curative, preventative and promotive Health Care Service at the hospital and catchment clinics during normal working hours. Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing community service. Be on call at the hospital after hours. Assist with administrative and other duties when required. Take an active role in the development of high quality services in line with Batho – Pele principles.

**ENQUIRIES**

Me P Mokhoane Tel No: (058) 813 1040

**APPLICATIONS**

To Be Send to: The Chief Executive Officer, Tokollo Hospital, , Private Bag X8, Heilbron, 9650

**FOR ATTENTION**

Me P Mokhoane

POST 21/391 : DEPUTY DIRECTOR: LINEN MANAGEMENT REF NO: H/D/11

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Health Support Services; Corporate Office: Bloemfontein

**REQUIREMENTS**

- A Relevant 3 Year degree or National Diploma in Management/Administration or equivalent qualification. 3-5 Years functional experience in laundry and linen management. 3 Years of the experience must be on management level. A valid driver’s license (Code EB) is a must for the individual who must be prepared to travel extensively throughout the province. Knowledge And Skills: Leadership and management skills in people, strategic planning and its implementation. Knowledge of the key stakeholders and their relevancy. Good understanding on laundry production, and or processing environment. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Sound knowledge of PFMA and Public Service Regulations and Public Procurement Practices. Computer literacy. Ability to work independently and under extreme pressure.

**DUTIES**

Efficient and effective management of Linen and Laundry services at all facilities. Ensure development and implementation of provincial policy guideline, strategic or operational plans. Maintain service satisfaction through training and quality improvement. Ensure staff development and performance management by implementation of related Human Resource Policies. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain
Management Policies. Ensure implementation, monitoring and evaluation of the program and related contracts

ENQUIRIES: Mr J M Mokgatle, Tel No: (051) 408 1540/1541
APPLICATONS: TO: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION: Me P Mpu

POST 21/392: CLINICAL PSYCHOLOGIST GRADE 1-3 REF NO: H/C/29

SALARY: Grade 1: R713 361.per annum (OSD)  
Grade 2: R832 398.per annum (OSD)  
Grade 3: R966 039 per annum (OSD)

CENTRE: Dr J S Moroka Hospital, Selosesha

REQUIREMENTS: Master’s Degree in Clinical Psychology. Registration with HPCSA as Clinical Psychologist Current up to date registration as a Clinical Psychologist. Valid Driver’s license. Experience: Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience: Grade 2: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good written and verbal communication skills and interpersonal relation skills. Ability to work under pressure. Ability to work within a team and work closely with other disciplines.

DUTIES: Render Clinical Psychological services within the hospital. Ability to function within rehabilitative settings working together with other clinical staff through observations, interviews and tests to diagnose any existing or potential disorders to both in & outpatients. Development and supervision of mental health programs. Assess, treat, rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Use research-based evidence to improve Mental Health services. Work within a multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide appropriate interventions. Knowledge of legislation governing Psychological Services and Mental. Perform all other duties that are delegated by Supervisor/ Manager.

ENQUIRIES: Dr C Lesenyeho-Lejakane, Tel No: (051) 8739800
APPLICATIONS: To: The Chief Executive Officer, J S Moroka Hospital, , Private Bag X707, Selosesha, 9785
FOR ATTENTION: Mr O W Jaarsen

POST 21/393: CLINICAL PSYCHOLOGIST GRADE 1-3: REF NO: H/C/ 30

SALARY: Grade 1: R713 361.per annum (OSD)  
Grade 2: R832 398.per annum (OSD)  
Grade 3: R966 039 per annum (OSD)

CENTRE: Boitumelo Regional Hospital, Kroonstad

REQUIREMENTS: Bachelor Degree in Psychology. Registration with the HPCSA as a Psychologist in any of the identified categories. Experience: Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of
whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Knowledge And Skills: Ability to work independently. Time management. Good written and communication, leadership, organizational and planning skills. Computer literacy. Valid SA Driver’s license. Ability to work under pressure.

**DUTIES**

- Ensure provision of compassionate and quality clinical service in the Clinical Psychology division on both inpatients and out patients. Participate in a holistic multidisciplinary treatment programme within the relevant legislative ethical prescripts. To conduct administrative functions of psychological services. Ensure effective training of Community Service Psychologists. To do outreach applicable to the health institution. Promote and maintain multi-disciplinary team work. Assist with Employee Assistant Programme and health promotion.

**ENQUIRIES**

Dr S Els, Telephone number: (056) 2165389

**APPLICATIONS**

To Be Send To: The Chief Executive Officer, Boitumelo Hospital, (For attention: Me M November), Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

**POST 21/394**

**ASSISTANT MANAGER: NURSING: PNB-4 REF NO: H/A/9**

**SALARY**

R614 991 per annum (OSD)

**CENTRE**

Boitumelo Regional Hospital: Kroonstad

**REQUIREMENTS**

Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver’s license. Knowledge And Skills: Ability to work independently in a multi-disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Computer literacy.

**DUTIES**

- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on healthcare. Participate in the formulation, analysis and interpretation of nursing guidelines, practices, standard operating procedures. Manage and monitor proper utilization of financial and human resources. Management of Risk. Conflict management. Promote quality of nursing care as directed by professional scope of practice.

**ENQUIRIES**

Mrs F. Arends, Head Nursing, Tel No: (056) 216 5200 (Human Resource Section)

**APPLICATIONS**

To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

**FOR ATTENTION**

Me M November

**POST 21/395**

**ASSISTANT MANAGER: NURSING: PNB-4 REF NO: H/A/12**

**SALARY**

R614 991 per annum. (OSD)

**CENTRE**

Bongani Hospital, Welkom
**REQUIREMENTS**
Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate /recognizable experience at Management Level. Knowledge And Skills: Valid driver’s license, Computer literacy. Good communication and interpersonal skills. Knowledge of Human Resources and Finance Policies and guidelines.

**DUTIES**
Responsible for nursing administrative functions in the hospital, Establish and implement quality improvement initiatives. Manage and allocate resources effectively. Develop and implement standard operating procedures, guidelines and standards relevant to nursing services. Responsible for identifying and managing risks. Interact with the relevant managers, doctors, nurses and other stakeholders to provide information and resolve patient concerns.

**ENQUIRIES**
Mr J M Radebe, Tel No: (057) 916 8011

**APPLICATIONS**
To: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460

**FOR ATTENTION**
Mr M S Ndaba

**POST 21/396**
ASSISTANT MANAGER: NURSING: PNB-4: PAEDIATRICS
REF NO: H/A/13

**SALARY**
R614 991 per annum (OSD)

**CENTRE**
Pelonomi Hospital: Bloemfontein

**REQUIREMENTS**
Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification. Knowledge and Skills: Ability to work under pressure, function as

**DUTIES**

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

**APPLICATIONS**
To Be Send To: The Chief Executive Officer, Pelonomi Hospital, Private Bag X20581, Bloemfontein, 9300

**FOR ATTENTION**
Me M C Molefe

**POST 21/397**
OPERATIONAL MANAGER; PNB-3: REF NO: H/O/16 (X4 POSTS)

**SALARY**
R562 800 per annum (OSD)

**CENTRE**
Universitas Hospital, Bloemfontein

**REQUIREMENTS**
Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Ability to work under pressure, function as
an effective member of the nursing team. Communicate effectively with stakeholders. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit.

**DUTIES**

**ENQUIRIES**
Me Strydom Tel No: (051) 4053412 /17

**APPLICATIONS**
To Be Sent To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1103/1104, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

**FOR ATTENTION**
A Finger or Me F Steenkamp

**POST 21/398**
**OPERATIONAL MANAGER: PNB-3 REF NO: H/O/27 (X3 POSTS)**

**SALARY**
R562 800 per annum (OSD)

**CENTRE**
Bongani Hospital, Welkom

**REQUIREMENTS**
Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Good interpersonal and communication skills. Computer literacy. Valid driver’s license.

**DUTIES**
Provision of optimal specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (human and Capital). Participation with training and research. Provision of support to general nursing care. Formulate and develop operational policies, guidelines and standard operational procedures. Uplifting Core Standards. Work as part of multidisciplinary team unit level to ensure good nursing care. Ensure effective supervision with persons of diverse intellectual, cultural, racial or religious differences. Must demonstrate a basic understanding of Human Resources and Finance policies.

**ENQUIRIES**
Mr J M Radebe, Tel No: (057) 916 8011

**APPLICATIONS**
To: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460

**FOR ATTENTION**
Mr M S Ndaba

**POST 21/399**
**OPERATIONAL MANAGER: PNB-3: MATERNITY REF NO: H/O/30**

**SALARY**
R562 800 per annum (OSD)

**CENTRE**
Thusanong Hospital, Odendaalsrus

**REQUIREMENTS**
Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Advanced Midwifery and Management Certificate. Knowledge And Skills: Ability to work under pressure. Good communications skills. Computer literacy.

**DUTIES**
Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human resource, financial and physical resources and procedures. Monitor, develop and implement risk action plan in line with risk register.

**ENQUIRIES**
Mr T J Matli Tel No: (057) 391 7900

**APPLICATIONS**
The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus

**FOR ATTENTION**
Mr T D Tsotetsi
POST 21/400: ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/10

SALARY: R562 800 per annum (OSD)

CENTRE: Health Support Services; Corporate Office: Bloemfontein

REQUIREMENTS: Degree or Diploma in Health Services Management or Nursing Management that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Experience in coordinating Non communicable diseases programme at the facility, district or provincial office. Knowledge of the key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure. Knowledge and Skills: In depth knowledge on the prevention, management and control of Non-Communicable Diseases. A valid driver's license (Code EB) is a must for the individual who must be prepared to travel extensively throughout the Province. Must also have knowledge on National Strategic Plan on the Prevention and Control of Non-Communicable Diseases and National Policy Framework and Strategy on Palliative Care. Must have a valid driver’s license. Knowledge of the key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure.

DUTIES: Ensure that development and implementation of policy guidelines and protocols for Non-Communicable Diseases and Palliative Care. Ensure the development and implementation of policy guidelines and strategic or operational plans. Maintain service satisfaction through training and quality improvement. Ensure staff development and performance management by implementation of related human resource policies. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain Management Policies. Ensure implementation, monitoring and evaluation of the programme and related contracts.

ENQUIRIES: Mr J M Mokgatle Tel No: (051) 408 1540/1541

APPLICATIONS: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION: Me P Mpu

POST 21/401: OPERATIONAL MANAGER: NB-3 REF NO: H/O/17

SALARY: R562 800 per annum (OSD)

CENTRE: Dr J S Moroka Hospital, Selosesha

REQUIREMENTS: Diploma/Degree in Nursing. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, in Advanced midwifery as a specialty, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Good communication and interpersonal relation skills. Ability to work under pressure. Computer literacy and a valid driver’s license will be an added advantage.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practices by the nursing team (area/ facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding if the legislative of HR, labour relations issues, financial and material resources issues. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Display a concern for patients’ safety, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary...
teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human, financial and physical resources. Monitor, develop and implement risk action plan in line with risk register.

**ENQUIRIES**: Me M M Moroka, Tel No: (051) 8739800

**APPLICATIONS**: The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Selosesha, 9785

**FOR ATTENTION**: Mr O W Jaarsen

**POST 21/402**: CHIEF CLINICAL TECHNOLOGIST: GRADE 1 REF NO: H/C/31 (X1 POST)

**SALARY**: R466 119 per annum (OSD)

**CENTRE**: Cardiothoracic Surgery, Universitas Academic Hospital: Bloemfontein

**REQUIREMENTS**: B Tech Degree in Cardiovascular Perfusion Clinical Technology. Must be registered with HPCSA as Clinical Technologist: Cardiovascular Perfusion, category: Private Practice for 2020/2021. Post B Tech degree practical experience of 5-7 years. South African Citizen with valid driver’s license (Code 8). Knowledge And Skills: Master’s Degree or Registration for Master’s Degree would be a strong recommendation. Training experience (student clinical perfusionists). Capable in handling of intra-aortic balloon pumps, cell-saving, RVAD’s, LVAD’s and ECMO devices in paediatric and adult patients and cardio-blade for patients with severe arrhythmia. Experience in simulation will be a strong recommendation.

**DUTIES**: Take control and manage the Clinical Technology (Perfusion) Department in Acting capacity, assist with training (theoretical and practical skills) in Simulation Theater, research on new techniques, administration and anagement functions, as needed. Operate the heart lung machine to maintain the artificial circulation of patients during open heart surgery. Handle the intra-aortic balloon pumps in theatre and in ICU. Assist in cell-saving at Cardiothoracic surgery but also at the Department of Surgery and Orthopaedic Surgery. The Perfusionist must be able to assist the surgeon with the Cardiac Ablation when performing arrhythmia surgery. The perfusionist must be able to work with the RVAD’s, LVAD’s and ECMO devices. Research component, complying with Department Research standard, assisting in projects.

**ENQUIRIES**: Me M Jansen van Vuuren Tel No: (082) 298 0846

**APPLICATIONS**: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 CEO, Universitas Academic Hospital, Private Bag X20660.

**FOR ATTENTION**: Mr MJ Baleni

**POST 21/403**: OPERATIONAL MANAGER: PNA-5 REF NO: H/O/18

**SALARY**: R444 276 per annum (OSD)

**CENTRE**: Nketoana Hospital, REITZ

**REQUIREMENTS**: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years’ appropriate/ recognizable in nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with the SANC as Professional Nurse. Knowledge and Skills: Postgraduate qualification in Management will be an added advantage. Be able to work under pressure. Have good communication skills and valid driver’s license. Computer literacy.

**DUTIES**: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice as directed by the professional scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho
Pele are adhered to. Able to develop contracts, build and maintain a network or professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES: Me H Van Coller Tel No. (058) 863 2806
APPLICATIONS: Must Be Send To: The Chief Executive Officer, Phekolog/Nketoana Hospital Complex, Private Bag X5, REITZ, 9810 OR hand delivered @ 2 Artie Street, Reitz, 9810
FOR ATTENTION: Mr. P P Radebe
POST 21/404: OPERATIONAL MANAGER: PNA-5: REF NO: H/O/19 (X4 POSTS)

SALARY: R444 276 per annum. (OSD)
CENTRE: Universitas Hospital, Bloemfontein
REQUIREMENTS: Diploma or Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Knowledge And Skills: Ability to work under pressure, function as an effective member of the nursing team. Communicate effectively with stakeholders. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit.

ENQUIRIES: Mrs F. Arends, Head Nursing Tel No: (056) 216 5200 (Human Resource Section)
APPLICATIONS: To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad
FOR ATTENTION: Mr M November
POST 21/405: OPERATIONAL MANAGER: PNA 5: (X3 POSTS)

SALARY: R444 276 per annum (OSD)
CENTRE: Boitumelo Regional Hospital, Kroonstad
Pediatrics: Ref No: H/O/20
Intensive Care: Ref No: H/O/25
Maternity: Ref No: H/O/26
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 7 years’ appropriate/recognizable experience in nursing after registration with the South African Nursing Council (SANC) as Professional Nurse in General Nursing. Proof of service record. Knowledge and Skills: Work as part of a multi-disciplinary team at unit level. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Computer literacy.
DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES: Mrs F. Arends, Head Nursing Tel No: (056) 216 5200 (Human Resource Section)
APPLICATIONS: To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad
FOR ATTENTION: Mr M November

SALARY: R444 276 per annum (OSD)
CENTRE: DR J S Moroka Hospital, Selosesha
REQUIREMENTS: Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse.
in General Nursing. Knowledge and Skills: Nursing Management qualification, Computer literacy and valid driver’s license will be an added advantage. Good communication and interpersonal relation skills. Ability to work under pressure. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Ensure that the clinical nursing practices by the nursing team (area/ facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding if the legislative of HR, labour relations issues, financial and material resources issues. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Display a concern for patients’ safety, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Monitor, develop and implement risk action plan in line with risk register.

DUTIES

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

ENQUIRIES : Mr HS Mosase: Acting Head of Nursing, Tel No: (058) 718 3200/3204
APPLICATION : To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

FOR ATTENTION : Mr SR Makoko

POST 21/408 : CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/41 (X3 POSTS)

SALARY : R444 276 per annum (OSD)
CENTRE : Bongani Hospital, Welkom
REQUIREMENTS : Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Proof of Service record. Current registration with the South African Nursing Council (SANC) Knowledge and Skills: Valid driver’s license, Computer literacy. Good communication and interpersonal skills. Knowledge of Human Resources and Finance Policies and guidelines. Knowledge of Operational and Business Plans
DUTIES : Facilitate and oversee the development of operational/ business plans to give strategic guidelines. Provide professional and technical support for the
provision of quality patient care through proper management of relevant programme. Maintain standards and norms of nursing practices to promote the health status of health care users. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Manage and utilize resources in accordance with the relevant directives and legislation.

ENQUIRIES: Mr J M Radebe Tel No: (057) 916 8011
APPLICATIONS: To: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.
FOR ATTENTION: Mr M S Ndaba

POST 21/409: OPERATIONAL MANAGER: PNA-5 REF NO: H/O/28

SALARY: R444 276 per annum (OSD)
CENTRE: Bongani Hospital, Welkom
REQUIREMENTS: Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Proof of Service record. Current registration with the South African Nursing Council (SANC) Knowledge and Skills: Valid driver's license, Computer literacy. Good communication and interpersonal skills.

DUTIES: Provision of optimal specialized nursing care with set standard and within a professional/legal framework. Effective utilization of resources (human and capital). Participation with training and research. Provision of support to general nursing care. Formulate and develop operational policies, guidelines and standard operational procedures. Uplifting Core Standards. Work as part of multidisciplinary team at unit level to ensure good nursing care. Ensure effective supervision with persons of diverse intellectual, cultural, racial or religious differences. Must demonstrate a basic understanding of Human Resources and Finance policies.

ENQUIRIES: Mr J M Radebe Tel No: (057) 916 8011
APPLICATIONS: To: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.
FOR ATTENTION: Mr M S Ndaba

POST 21/410: RADIOGRAPHER: GRADE 1-3: (MAMMOGRAPHY) REF NO: H/R/4

SALARY: Grade 1: R395 703 per annum (OSD)
Grade 2: R466 119 per annum (OSD)
Grade 3: R549 066 per annum (OSD)
CENTRE: Boitumelo Regional Hospital, Kroonstad
REQUIREMENTS: B Degree in Radiography. Registration with HPCSA as Mammographer. Experience: Grade 1: A minimum of 4 year’s appropriate experience after registration with HPCSA as Diagnostic Radiographer. Grade 2: A minimum of 14 year’s appropriate experience after registration with HPCSA as Diagnostic Radiographer. Grade3: A minimum of 24 year’s appropriate experience after registration with HPCSA as Diagnostic Radiographer Knowledge and Skills: A minimum of 1year appropriate experience as a Mammographer. Good communications skills. Computer literacy. Valid SA driver’s license. Ability to work under pressure.

DUTIES: Ensure patient care during imaging for optimal Mammographic purpose. Explain procedures to patients. Prepare patients for imaging. Perform imaging. Practice radiation protection to minimize radiation to staff, patients and general public. Establish LMC status of female patients. Adhere to radiation safety standards e.g. secure area. Lead aprons etc. Apply correct radiation /exposure factors e.g. correct dosage. Exercise clinical responsibility to ensure optimal diagnostic imaging of more advance nature. To deliver a safe and high imaging services: Interpret clinical history of patients to determine the correct procedures. Ensure correct identification of patient image (name, patient orientation etc). Ensure correct positioning of patients to minimise radiation exposure to patient. Ensure correct identification of patient image e.g. name lead markers etc. Implement quality assurance programs for quality service delivery. Check/test radiation equipment and report faults. Apply reject analysis and adhere to policies and protocols. Participate in the education and training.
programs for continuous professional development and quality service delivery e.g practical training and evaluation of students and in service training of production Radiographers and registrars.

ENQUIRIES : Dr S Els Tel No: (056) 2165389
APPLICATIONS : To Be Send To: The Chief Executive Officer, Boitumelo Hospital Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad
FOR ATTENTION : Me M November
POST 21/411 : SOCIAL WORKER SUPERVISOR REF NO: H/S/19

SALARY : R384 228 per annum (OSD)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. Experience: A minimum of 7 years’ appropriate experience in social work after registration as Social Worker with the SACSSP. Valid Driver’s license. Knowledge and Skills: Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behavior and social systems: Must have knowledge and understanding of more complex and advanced human behavior and social systems Social Work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.

DUTIES : Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Team work and collaboration: Must be able manage and work. Effectively within teams including social work teams, multi-disciplinary teams and multi-sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders.

ENQUIRIES : Dr SJ Moloi: Head – Clinical Services: Tel No: (058) 718 3200/3206
APPLICATIONS : To Be Send To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.
FOR ATTENTION : Mr SR Makoko
POST 21/412 : CLINICAL NURSE PRACTITIONER: PNB-1 REF NO: H/C/32 (X5 POSTS)

SALARY : R383 226 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Theatre, Oncology and Critical Care, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse Knowledge and Skills: Ability to work under pressure, function as an effective member of the nursing team. Communicate effectively with stakeholders. Implement and manage change.
Willingness to work shifts and standby in accordance with the requirements of the unit.

**DUTIES**

**ENQUIRIES**
- Me Strydom: Tel No: (051) 4053412 /17

**APPLICATIONS**
- To Be Send To: The Chief Executive Officer, Universitas Hospital Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

**FOR ATTENTION**
- Me D A Duiker

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<tr>
<th>POST 21/413</th>
<th>CLINICAL NURSE PRACTITIONER: PNB-1 (X9 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R383 226 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Boitumelo Regional Hospital, Kroonstad</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Proof of receipt for the current year. Knowledge And Skills: Computer literacy. Must be willing to work shifts. Good communication skills. Ability to work under pressure. Good interpersonal relationships.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient an equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mrs F. Arends, Head Nursing Tel No: (056) 216 5200 (Human Resource Section)</td>
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<tr>
<td>APPLICATIONS</td>
<td>To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaledel Road, Kroonstad</td>
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<td>FOR ATTENTION</td>
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<tr>
<th>POST 21/414</th>
<th>CLINICAL NURSE PRACTITIONER: PNB-1: MATERNITY REF NO: H/C/34 (X4 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R383 226 per annum. (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>DR J S Moroka Hospital, Selosesha</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year (Advanced midwifery) accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Knowledge and Skills: Good communication and interpersonal relation skills. Ability to work under pressure.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform specialized 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 unit. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the departmental services delivery strategies. Improved perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce mobility and mortality programme as per national and provincial guidelines. Diagnose and</td>
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manage obstetric emergencies and work with the medical team to manage these emergencies. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amiably 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 patient’s needs and expectations according to Batho Pele Principles and Patient Rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives. 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 use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring.

ENQUIRIES
APPLICATIONS
TO: The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Selosesha, 9785
FOR ATTENTION: Mr O W Jaarsen
POST 21/415: PROFESSIONAL NURSE: PNB 1- PNB-2 (LABOUR WARD) REF NO: H/P/16 (X2 POSTS)

SALARY:
PNB-1: R383 226 per annum (OSD)
PNB-2: R471 333 per annum (OSD)

CENTRE:
Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

REQUIREMENTS:
Diploma/Degree in Nursing or equivalent qualification that allow registration with SANC as Professional Nurse plus a post-basic Nursing Qualification with a duration of at least 1 Year in advanced Midwifery, accredited with SANC. Current registration with the South African Nursing Council (SANC).
Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

DUTIES:
Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in Maternity Ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resources.

ENQUIRIES:
APPLICATIONS:
To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

FOR ATTENTION: Mr SR Makoko

POST 21/416: PROFESSIONAL NURSE: PNB 1-PNB-2: (ICU) REF NO: H/P/17

SALARY:
PNB-1: R383 226 per annum (OSD)
PNB-2: R471 333 per annum (OSD)

CENTRE:
Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
**REQUIREMENTS**

Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with SANC as Professional Nurse plus a post-basic Nursing Qualification with a duration of at least 1 Year in Critical Care, accredited with SANC. Experience: **PNB-1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. **PNB-2**: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred. **PNB-3**: A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

**DUTIES**

Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in ICU. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resources.

**ENQUIRIES**

Mr HS Mosase: Acting Head of Nursing, Tel No: (058) 718 3200/3204

**APPLICATION**

To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION**

Mr SR Makoko

**POST 21/417**

PROFESSIONAL NURSE: PNB 1 – PNB-2: PAEDIATRIC WARD REF NO: H/P/18

**SALARY**

PNB-1: R383 226 per annum (OSD)
PNB-2: R471 333 per annum (OSD)

**CENTRE**

Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

**REQUIREMENTS**

Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse plus a post-basic Nursing Qualification with a duration of at least 1 Year in advanced Paediatric Nursing Science, accredited with SANC. Experience: **PNB-1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. **PNB-2**: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred. **PNB-3**: A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification knowledge and skills: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

**DUTIES**

Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in Paediatric Ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resources.

**ENQUIRIES**

Mr HS Mosase: Acting Head of Nursing, Tel No: (058) 718 3200/3204

**APPLICATION**

To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION**

Mr SR Makoko

274
**POST 21/418**

**CLINICAL NURSE PRACTITIONER: PNB-1 – PNB-2: REF NO: H/C/42 (X8 POSTS)**

**SALARY**
- PNB-1: R383 226 per annum (OSD)
- PNB-2: R471 333 per annum (OSD)

**CENTRE**
- Bongani Hospital, Welkom

**REQUIREMENT**
- Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC.

**Experience:**
- **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC.
- **PNB-2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred.
- **PNB-3:** A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification Knowledge and Skills: Good interpersonal and communication skills. Computer literacy.

**DUTIES**
- Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital management. Detailed Key Performance Areas can be obtained from the contact person.

**ENQUIRIES**
- Mr J M Radebe Tel No: (057) 916 8011

**APPLICATIONS**
- TO: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460
- FOR ATTENTION: Mr M S Ndaba

**POST 21/419**

**ASSISTANT DIRECTOR: LAUNDRY SERVICES REF NO: H/A/11**

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

**CENTRE**
- Free State Psychiatric Complex: Bloemfontein

**REQUIREMENTS**
- A Relevant 3 Year degree or National Diploma. 3-5 Years functional experience in laundry and linen management. 2 Years of the experience must be on management level. A valid driver’s license (Code B/EB) is a must for the individual who must be prepared to travel extensively throughout the province.
- Knowledge And Skills: Competence, knowledge and skills, good interpersonal, communication (written and verbal) skills, Computer skills (MS Word, MS PowerPoint and MS Excel, MS Project). Motivational, mentoring and support leadership skills, project and financial management skills. Good understanding on laundry production and or processing environment. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Sound knowledge of PFMA and Public Service Regulations and Public Procurement Practices. Ability to work independently and under pressure.

**DUTIES**
- Efficient and effective management of Linen and Laundry services AT fspc Laundry. Ensure development and implementation of operational plans. Maintain service satisfaction through training and quality improvement. Ensure staff development and performance management by implementation of related human resource policies. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain Management Policies. Ensure implementation, monitoring and evaluation of the programme and related contracts.

**ENQUIRIES**
- Mr J M Mokgatle Tel No: (051) 408 1540/1541

**APPLICATIONS**
- TO: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
- FOR ATTENTION: Me P Mpu
POST 21/420: EMS STATION MANAGER GRADE 3 AND 4 REF NO: H/S/20 (X3 POSTS)

SALARY:
Grade 3: R318 042 per annum (OSD)
Grade 4: R386 358 per annum (OSD)

CENTRE:
Fezile Dabi District Emergency Medical Services

REQUIREMENTS:
Grade 3 Requirements: Grade 12 Certificate. AEA Certificate. Registration with HPCSA in applicable category according to OSD appointments requirements. 3 Years’ experience after registration in applicable category. Unendorsed driver’s license C1 (Code 10) with professional driving permit for goods and passengers (PDP) Receipt of Renewal Not Accepted

Grade 4 Requirements:

DUTIES:
Provide an on-going management function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon. Implementation of Operational Plans on Station Manager Level. Facilitate ongoing administration and Human resources management function at Station Manager Level. Responsible for performance management and development systems assessment. Attend audit reports and queries. Assist the District Manager in the control and implementation of the EMS policies. Investigate complaints. Ensure compliance with service protocols and procedures. Management of leave, Analyze patient report forms maintain discipline in the station, submit management report and monthly statistics, monitor and control movement of resources. Provide advice on procedures and policy matters to staff. Ensure that Fleet Management is properly implemented.

ENQUIRIES:
Mr G T Mokoena Tel No: (016) 976 9075

APPLICATIONS:
To Be Send To: District Manager, Fezile Dabi District: Emergency Medical Services, Private Bag x 2005, SASOLBURG, 7947 or hand delivered at: Sasolburg EMS Station, 8 Langenhoven Street, Sasolburg

FOR ATTENTION:
Mr GT Mokoena

POST 21/421: DIAGNOSTIC RADIOGRAPHER: GRADE 1-3: REF NO: H/D/6 (X1 POST)

SALARY:
Grade 1: R317 976 per annum (OSD)
Grade 2: R372 810 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE:
Diagnostic Radiology: Universitas Academic Hospital, Bloemfontein

REQUIREMENTS:
Diploma in Diagnostic Radiography. Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as a Diagnostic Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Ability to work independently as well as part of a
team. Good communication and interpersonal skills. Ability to work under pressure. Computer literate.

**DUTIES:** Ensure patient care during imaging for optimal diagnostic purpose. Practice radiation protection to minimize radiation dose to staff and general public. Exercise clinical responsibility to ensure optimal diagnostic imaging. Participate in education and training programs for continuous professional development and quality service delivery. Implement quality assurance programs for quality service delivery.

**ENQUIRIES APPLICATIONS:** Mr O V C Botsime, Tel No: (051) 405 3474

**FOR ATTENTION:** Mr MJ Baleni

**POST 21/422:** CLINICAL TECHNOLOGIST: GRADE 1-3 REF NO: H/C/35 (X1 POST)

**SALARY:** Grade 1: R317 976 per annum (OSD)
Grade 2: R372 810 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

**CENTRE:** Pulmonology: Universitas Academic Hospital, Bloemfontein

**REQUIREMENTS:** B Tech Degree in Clinical Technology Category Pulmonology; Registration with the HPCSA as a Clinical Technologist in Pulmonology; Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience: **Grade 1:** One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Experience in performing, analyzing and interpreting various Lung Function procedures, DEXA bonedenitometry and Polysomnography. Ability to work independently as well as part of a team. Good communication skills. Ability to work under pressure. Good interpersonal skills. Computer literate.

**DUTIES:** Rendering of a comprehensive, professional and quality service according to ATS/ERS guidelines and Unit policies and procedures. Performing, analyzing and interpreting of diagnostic procedures such as: Spirometry; Single-breath CO uptake; Body plethysmography; Nitrogen washout measurement of Lung volumes; Bronchial provocation test; 6 minute walk test; DEXA bonedenitometry scan; Polysomnography; CPAP titration

**ENQUIRIES APPLICATIONS:** Me SM Pretorious, Tel No: (051)-4053100

**FOR ATTENTION:** Mr MJ Baleni

**POST 21/423:** OCCUPATIONAL THERAPIST: GRADE 1-3 REF NO: H/O/22 (X1 POST)

**SALARY:** Grade 1: R317 976 per annum (OSD)
Grade 2: R372 810 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE: Occupational Therapy, Universitas Academic Hospital, Bloemfontein
REQUIREMENTS: Four-year University B of B.SC Occupational Therapy Degree. Registration with the Health Professions Council of South Africa as Occupational Therapist for 2020/2021. Experience: Grade 1: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Knowledge And Skills: One of the following Post graduate Occupational Therapy related courses e.g NDT, SAISI, Play therapy or little steps. Computer literate

DUTIES: Evaluation and treatment of patients. Attendance of ward rounds and team meetings. Supervision of Occupational Therapy students Executing of administrative tasks related to area and patients Care and maintenance of equipment and consumable stock

ENQUIRIES: Me M Taljaard Tel No: (051) 4053405
APPLICATIONS: To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 CEO, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300

FOR ATTENTION: Mr MJ Baleni

POST 21/424: OCCUPATIONAL THERAPIST: GRADE 1-3 REF NO: H/O/23

SAALRY: Grade 1: R317 976 per annum (OSD)
Grade 2: R372 810 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE: Centre: Nketoana Hospital, Reitz
REQUIREMENTS: Four-year B of B.SC Occupational Therapy Degree. Registration with the Health Professions Council of South Africa as Occupational Therapist. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees who performed Community Service, as required in South Africa. Experience: Grade 1: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Be able to work under pressure. Have good communication skills and computer literacy Participate in education and training programs for continuous professional development and quality service delivery: Compliance with policies. Contribute to budget planning and cost
control. Assess, plan interventions and implement the treatment plan/intervention.

**ENQUIRIES**: Me M Mashego, Tel N.: (058) 3035123

**APPLICATIONS**: Must Be Send To: The Chief Executive Officer, Nketoana Hospital Complex, (For attention: Mr. P P Radebe), Private Bag X5, REITZ, 9810 OR hand delivered @ 2 Artie Street, Reitz, 9810

**POST 21/425**: OCCUPATIONAL THERAPIST: GRADE 1-3 REF NO: H/O/24

**SALARY**:
- Grade 1: R317 976 per annum (OSD)
- Grade 2: R372 810 per annum (OSD)
- Grade 3: R439 164 per annum (OSD)

**CENTRE**:
- Boitumelo Regional Hospital: Kroonstad

**REQUIREMENTS**:
- Baccalaureus Degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession.
- Experience: **Grade 1**: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. **Grade 3**: Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**DUTIES**
- Conducting of a physical and psychological assessment of the employee and developing or following a treatment plan.
- Assessing working environments of client/department and deciding what adjustments are needed in the working environment.
- Advising on adaptive equipment to help staff and management with daily activities.
- Developing physical rehabilitation programs to help patients regain lost skills.
- Evaluating results and progress of occupational therapy.
- Maintaining professional knowledge and technical progress in order to provide patients with the best treatment program available.
- Evaluating employees’ condition regarding physical and mental health.

**ENQUIRIES**: Dr S Els, Telephone number: (056) 2165 200 x 2580

**APPLICATIONS**: To Be Send To: The Chief Executive Officer, Boitumelo Hospital Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

**FOR ATTENTION**: Me M November

**POST 21/426**: RADIOGRAPHER: GRADE 1-3 REF NO: H/R/5

**SALARY**:
- Grade 1: R317 976 per annum (OSD)
- Grade 2: R372 810 per annum (OSD)
- Grade 3: R439 164 per annum (OSD)

**CENTRE**:
- Boitumelo Regional Hospital, Kroonstad

**REQUIREMENTS**:
- A recognized B Degree in Radiography. Registration with the HPCSA as a Radiographer. Experience: **Grade 1**: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. **Grade 3**: Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge And Skills: Analytical skills. Computer literacy.

**DUTIES**: Performed general and specialized radiography duties in a fully digital, filmless and paperless imaging environment. Ensure patient care during radiographic examinations. Ensure that patient’s records are captured. Process radiographs by laser printer and conventional daylight processor. Participation in quality improvement programmes.

**ENQUIRIES**: Dr S Els, Tel No: (056) 2165200 x 2580

**APPLICATIONS**: To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

**FOR ATTENTION**: Me M November

**POST 21/427**: RADIOGRAPHER: GRADE 1-3: REF NO: H/R/6

**SALARY**
- Grade 1: R317 976 per annum (OSD)
- Grade 2: R372 810 per annum (OSD)
- Grade 3: R439 164 per annum (OSD)

**CENTRE**: DR J S Moroka Hospital, Selosesha

**REQUIREMENTS**: National Diploma or Degree in Diagnostic Radiographer. Registration of HPCSA as a Radiographer. Experience: **Grade 1**: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge And Skills: Ability to work under pressure, Good Communication skills, Computer Literacy

**DUTIES**: To produce x-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Practice radiation protection to minimize radiation dose to staff, patients and public. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. To adhere to Batho Pele principles, National core standards, quality assurance and other public service policies and act. Perform administrative duties including compiling statistics and performing any other duties as delegated by the supervisor. Exercise clinical responsibility to ensure optimal service delivery. Implement quality assurance programs for quality service delivery. To perform overtime and standby services to ensure 24-hour coverage of the unit.

**ENQUIRIES**: Dr C Lesenyeho-Lejakane, Tel No: (051) 8739800

**APPLICATIONS**: TO: The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Selosesha, 9785

**FOR ATTENTION**: Mr O W Jaarsen

**POST 21/428**: DIETICIAN: GRADE 1-3 REF NO: H/D/7

**SALARY**
- Grade 1: R317 976 per annum (OSD)
- Grade 2: R372 810 per annum (OSD)
- Grade 3: R439 164 per annum (OSD)
CENTRE: Dr J S Moroka Hospital, Selosesha
REQUIREMENTS: BSc Dietetics Degree, Registration with HPCSA as a Dietician in the category: Independent Practice. Current up to date registration as a Dietician. Sound knowledge of general clinical nutritional management. Experience: Grade 1: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good written and verbal communication skills and interpersonal relations. Ability to work under pressure. Ability to work within a team and work closely with other disciplines.

DUTIES: Ability to co-ordinate and implement dietetic services. To advice and plan nutritional care for individuals or groups of patients to meet their specific nutritional requirements. Skills and knowledge on nutrition assessment and classification of patients with disabilities, paediatric, surgical and medical patients. Broad understanding of a range of disease conditions in both adults and paediatric clients which he/she must be able to identify/treat/follow-up and educate for home care. Adhere to National & Provincial strategies, policies and protocols. Participate in multi-disciplinary teamwork by attending any relevant meetings and workshops. Compiling of statistics, perform record keeping, data collection and assist with budget control. Market and promote dietetic services. Ensure training and education of other occupational classes. Implement quality assurance guidelines and measures to improve patient care. Supervision of Community Service Staff.

ENQUIRIES: Dr C Lesenyeho-Lejakane Tel No: (051) 8739800
APPLICATIONS: TO: The Chief Executive Officer, J S Moroka Hospital, , Private Bag X707, Selosesha, 9785.
FOR ATTENTION: Mr O W Jaarsen
POST 21/429: PHYSIOTHERAPIST: GRADE 1-3 REF NO: H/P/20
SALARY: Grade 1: R317 976 per annum (OSD)
Grade 2: R372 810 per annum (OSD)
Grade 3: R439 164 per annum (OSD)
CENTRE: Thusanong Hospital, Odendaalsrus
REQUIREMENTS: B of B.SC Physiotherapy Degree. Registration with the Health Professions Council of South Africa as Physiotherapy. Current proof of registration with the HPCSA as a Physiotherapist must be attached. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees.
who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Knowledge And Skills: Ability to work under pressure. Good communication skills. Computer literacy.

**DUTIES**

Render physiotherapy assessments and offer treatment to the patient. Render outreach physiotherapy care. Participate in physiotherapy and related health policy formulation and implementation within the Hospital. Attend management meetings and report staff accordingly. Assess clients with physiotherapy needs using specialized skills and executive plans of intervention. Participate in multidisciplinary ward rounds. Refer patients to other multidisciplinary team members. Properly manage consumable assets and assistive devices according to policy and procedures. Assist with administrative tasks to ensure a quality physiotherapist service. Attend courses for the professional development and ensure quality.

**ENQUIRIES**

Dr T L Madikane, Tel No: (057) 940 8112

**APPLICATIONS**

The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus

**FOR ATTENTION**

Mr T D Tsotetsi

**POST 21/430**

PHYSIOTHERAPIST: GRADE 1-3 REF NO: H/P/10

**SALARY**

Grade 1: R317 976 per annum (OSD)
Grade 2: R372 810 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

**CENTRE**

Nketoana Hospital, Reitz

**REQUIREMENTS**

Four-year B of B.SC Physiotherapy Degree that allows registration with the Health Professions Council of South Africa as Physiotherapy. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Experience: Grade 1: One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Knowledge And Skills: Be able to work under pressure. Have good communication skills and computer literacy.

**DUTIES**

Render physiotherapy assessments and offer treatment to the patient. Render outreach physiotherapy care. Participate in physiotherapy and related health policy formulation and implementation within the hospital. Attend management meetings and report staff to staff accordingly. Assess clients with physiotherapy needs using specialized skills and executive plans of intervention. Participate in multidisciplinary ward rounds. Refer patients to other multidisciplinary team members. Properly manage consumable assets and assistive devices according to policy and procedures. Assist with administrative tasks to ensure a quality physiotherapist service. Attend courses for the professional development and ensure quality.

**ENQUIRIES**

Me M Mashego, Tel No: (058) 863 2806

**APPLICATIONS**

Must Be Send To: The Chief Executive Officer, Nketoana Hospital Complex, Private Bag X5, REITZ, 9810 OR hand delivered @ 2 Artie Street, Reitz, 9810

**FOR ATTENTION**

Mr. P P Radebe
### POST 21/431: EMS SHIFT LEADER: GRADE 3 AND 4: REF NO: H/S/21 (X14 POSTS)

**SALARY**
- Grade 3: R265 995 per annum (OSD)
- Grade 4: R318 042 per annum (OSD)

**CENTRE**
- Fezile Dabi District Emergency Medical Services

**REQUIREMENTS**
- **Grade 3:** Grade 12 Certificate. Intermediate Life Support Certificate. Registration with HPCSA as an AEA; Plus 3 years’ experience after registration as an AEA. Unendorsed driver’s license C1 (Code 10) with professional driving permit for goods and passengers (PDP). Receipt of renewal not accepted.
- **Grade 4:** Requirements: Grade 12 Certificate. ECT/N DIP/B Tech/CCA/AEA. Registration with HPCSA in applicable category according to OSD appointments requirements. 3 Years’ experience after registration in applicable category. Unendorsed driver’s license C1 (Code 10) with professional driving permit for goods and passengers (PDP). Receipt of renewal not accepted.


**DUTIES:**
- Ensure that supervisory management is provided during the shift period and that adequate resources are allocated. Ensure compliance with service protocols and procedures. Management of leave. Analyze patient report forms. Maintain discipline on shift, compile management report and monthly statistics, monitor and control movement of resources. Completion of trip authorities and check lists for vehicles. Report faults on vehicle to the transport officer and monitor vehicle due for service. Keep to time lines for submission of duty ledgers monthly monitor overtime and submit overtime claims to station manager.

**ENQUIRIES**
- Mr G T Mokoena Tel No: (016) 976 9075

**APPLICATIONS**
- To Be Send: District Manager, Fezile Dabi District: Emergency Medical Services, Private Bag x 2005, SASOLBURG, 7947 or hand delivered at: Sasolburg EMS Station, 8 Langenhoven Street, Sasolburg

### POST 21/432: PROFESSIONAL NURSE: PNA-1 - PNA-3: REF NO: H/P/19 (X1 POST)

**SALARY**
- PNA-1: R256 905 per annum (OSD)
- PNA-2: R315 963 per annum (OSD)
- PNA-3: R383 226 per annum (OSD)

**CENTRE**
- Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

**REQUIREMENTS**
- Diploma/Degree in Nursing or equivalent qualification that allow registration with SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Currently registration with the South African Nursing Council (SANC).

**Knowledge And Skills:** Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

**DUTIES:**
- Implement a comprehensive nursing care plan/program for the promotion of health, self-care. Treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary. Care facilities in accordance with prescribed norms and standards, guidelines and treat. Conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided.

**ENQUIRIES**
- To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**APPLICATIONS**
- To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION**
- Mr SR Makoko

### POST 21/433: PHARMACIST ASSISTANT: POST BASIC: GRADE 1-3 REF NO: H/P/11 (X2 POSTS)

**SALARY**
- Grade 1: R208 383 per annum (OSD)
- Grade 2: R241 839 per annum (OSD)
- Grade 2: R262 088 per annum (OSD)

**CENTRE**
- Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa

**REQUIREMENTS**
- Diploma/Degree in Pharmacy or equivalent qualification that allow registration with SANC as a Pharmacist. A minimum of 10 years appropriate/recognisable experience in pharmacy after registration as Pharmacist with the SANC. Currently registration with the South African Nursing Council (SANC).

**Knowledge And Skills:** Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy.

**DUTIES:**
- Implement a comprehensive pharmacology plan/program for the promotion of health, self-care. Treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary. Care facilities in accordance with prescribed norms and standards, guidelines and treat. Conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided.

**ENQUIRIES**
- To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**APPLICATIONS**
- To Be Send: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION**
- Mr SR Makoko
CENTRE: Boitumelo Hospital, Kroonstad

REQUIREMENTS: As required by the training facility and the SAPC plus Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1**: Experience: None after registration with the SAPC as Pharmacist’s Assistant (Post-Basic). **Grade 2**: Experience: A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Knowledge and Skills: Successful candidate must be willing to render services to nearby clinics when need arises.

DUTIES: Assist with the delivery of a good pharmaceutical service to patients. The provision of information to individuals in order to promote health. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile and sterile medicine or scheduled substances according to formulas and SOPs approved by the responsible pharmacist. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by the pharmacist. Provision of instructions regarding the correct use of medicine supplied (not counselling).

Issuing of pharmaceutical products (ward stock, clinics, old age homes etc.) Pre packing or re-packing of medicines.

ENQUIRIES: Dr S Els Tel No: (056) 2165389

APPLICATIONS: To Be Send To: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad

FOR ATTENTION: Me M November

POST 21/434: **DENTAL ASSISTANT: GRADE 1-3 REF NO: H/D/8**

SALARY: Grade 1: R168 429. per annum (OSD) Grade 2: R198 396 per annum (OSD)

CENTRE: Ethembeni Clinic: Koffiefontein: Xhariep District

REQUIREMENTS: **Grade 1** (or equivalent) Certificate. Appropriate qualification or prescribed in-service training (with a duration of less than 2 years) that allows for the required registration with HPCSA as a Dental Assistant. **Grade 1**: Experience; None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with HPCSA where applicable in the relevant profession. **Grade 2**: 10 Years and more appropriate experience gained after registration as a Dental Assistant with the HPCSA Knowledge and Skills: Knowledge of dental equipment. Good communication, planning, organizing and listening skill. Ability to understand and perform routine tasks. Must be prepared to work under pressure. Good interpersonal skills.

DUTIES: Provide chair side assistance to the Dentist and Dental Therapist and Oral Hygienist as required. Provide accurate measurement of dental material to allow for safe treatment of patients. Prepare dental surgery and make sure that the required equipment is functional to allow for effective service delivery. Maintain accurate patient records and necessary administration functions thereof. Maintain proper infection control. Autoclaving of instruments. Utilize resources optimally and to report malfunctioning equipment to supervisor. Facilitate with health education to patients, communities and families. To be able to utilize equipment relating to level of work performed. To assist dentists outlying clinics.

ENQUIRIES: Dr V Reddy: Tel No: (051) 492 2325

APPLICATIONS: To Be Sent To: The District Manager, Xhariep District,), Private Bag x2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg

FOR ATTENTION: X Ndara

DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS: For the department of Human Settlements to be submitted to: HR Manager, P.O Box 247, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.
CLOSING DATE: 18 September 2020

NOTE: Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Please visit the Department of Human Settlements’ website at www.humansettlements.fs.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.

MANAGEMENT ECHELON

POST 21/435: DIRECTOR: THABO MOFUTSANYANA DISTRICT SERVICES REF NO: HS 01/2020

SALARY: R1 057 326 per annum (Level 13). All-inclusive remunerative package consisting of basic salary (70% of the total remuneration package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE: Bloemfontein

REQUIREMENTS: Appropriate Degree in Public Administration/Public Management or an appropriate equivalent qualification at NQF level 7, Pre-entry certificate for SMS. Minimum of 6-10 years’ managerial experience at middle management level. Sound knowledge of the Public Service legislative framework, Government legislative framework, Government programs such as the National Development Plan, Outcome 8 and Key Strategic Priorities of Government, knowledge of public service policy framework and development processes. A self-driven individual in a possession of the following technical skills and competencies: policy development, analysis, Labour Relations, Program and Project Management, Monitoring and Evaluation, problem solving, decision making and conflict management, Housing Act, PFMA, report writing and computer literacy.

DUTIES: Manage the Implementation of Housing Programmes and Land Tenure services that includes: Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: that includes the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the District that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard, and messengers.

ENQUIRIES: Mr. T. Makepe Tel No: (051) 403 4380
ERRATUM: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 15 dated 12 June 2020, the duties have been amended as follows (1). Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running. Development SOPs and protocols for the department. Supervision and control of all material resources and manage costs, strict control of equipment and budget of the department. Liaise with hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict. Have knowledge of DoH policies and National Core Standards. Ensure training needs are met by staff. Quality patient care with prevention of Patient Safety Incidents. Programme of skilling staff through in-service training and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS of all staff in the department. 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, procedures, nursing strategy, 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. 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: (Thelle Mogoerane Regional Hospital) with Ref No: TMRH-OMPCT-01. (2) Circular 19 dated 08 August 2020, The Job Title have been amended as follows (1) Admin Officer: (Thelle Mogoerane Regional Hospital) with Ref No: TMRH-RM-01. The closing date has been extended to 18 September 2020

OTHER POSTS

POST 21/436 : HEAD OF CLINICAL UNIT (PAEDIATRICS X2 AND INTERNAL MEDICINE X1)

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

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital:

Haematology Oncology Ref No: P: HAEMO/CMJAH/2020 (X1 Post)
Cardiology, GIT, Neurology Pulmonology and Neurodevelopment Ref No: PAED/CMJAH/2020 (X1 Post)
Internal Medicine Ref No: IM/CMJAH2020 (X1 Post)

REQUIREMENTS : Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in a normal speciality or a recognised sub-speciality Registration with the HPCSA as Medical Specialist in a normal speciality or in a recognised sub-speciality and proof of current. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality or in a recognised sub-speciality in a recognised sub-speciality.

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

ENQUIRIES : Prof. M. Mulauldzi. Prof Mohamed Tel No: (011) 488 4246 011 488-3654
APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.

NOTES: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020

POST 21/437: SENIOR CLINICAL MANAGER: MEDICAL SERVICES REF NO: SMMS/CMJAH/2020

Directorate: Clinical Services

SALARY: R1 512 009 per annum (all-inclusive package)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical practitioner. HPCSA registration as a Medical Practitioner. A minimum of 6 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner. Following will be an added advantage: 5 years at management level. Post graduate Management qualification (e.g. MBA or MPH). Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver's license. Experience and knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management the prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES: Responsible for the leadership and management of the delivery of clinical services to CMJAH and Cluster Facilities. Coordinate and provide strategic leadership. Participate actively in administrative duties of the Departments. Ensure quality assurance, including clinical audits, are conducted in the Department in line with Ideal Hospital Framework, NHI preparations. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Far East Rand Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, quarterly review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES: Ms G.M. Bogoshi Tel No: (011) 488 3792

APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference as the Subject.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.
Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020

POST 21/438
MEDICAL OFFICER SPECIALTY (GR 1-3) REF NO: JUB15/2020
Directorate: Medical Unit - Family Medicine
Re-Advert

SALARY:
Grade 1: R1 106 040 per annum Plus Benefits
Grade 2: R1 264 623 per annum Plus Benefits
Grade 3: R1 467 651 per annum Plus Benefits

CENTRE:
Jubilee District Hospital

REQUIREMENTS:
Document required signed z83, certified copies, South African ID, Matric certificate or equivalent MBChB and MMed or FCA equivalent degree. Proof of current registration with council and Curriculum Vitae.

DUTIES:
The successful candidate will provide clinical services and consultancy work to Jubilee District Hospital as allocated. Facilitate and participate in the training, development and mentorship of under and post graduate students, including medical interns, community service and medical officers. The candidates will participate in the departmental outreach programmes and research activities. Strengthen and promote clinical effectiveness in Family medicine unit. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and collaboration within the hospital. Facilitate and ensure effective communication with all management structures within the hospital and regular reports on activities. Assist with strategic and operational planning of services in the hospital and/or catchment area of the district hospital. Assist with the coordination and supervision of Family medicine services with the hospital and management of relevant human resources. Oversee the treatment and management of patients within the field of expertise. Provision of good quality, patient-centered and community-orientation care for all patients. Promote and ensure good continuity of care. Management of clinical services, attend to afterhours calls within the hospital, perform clinical visits and participate in management activities, ensure internal control and risk management, adhere to Batho Pele Principles and Patient Right Charter.

ENQUIRIES:
DR Mokwena M.J Tel No: (012) 717 9338

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

NOTE:
Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications South African ID, Matric certificate or equivalent MBChB and MMed or FCA equivalent degree. Proof of current registration with council must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020

POST 21/439
MEDICAL SPECIALIST (SURGERY) REF NO: EDVH/2020/01
Directorate: Medical

SALARY:
R1 106 040 per annum per annum (plus benefits)

CENTRE:
Edenvale General Hospital

REQUIREMENTS:
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist Surgeon and a proof of current registration.
DUTIES: The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Teach and supervise students, interns, medical officers and registrars. Take part in academic teaching and training in the Hospital and at Wits University. Perform regular clinical audits. Conduct and publish research. Supervise or co-supervise MMEDs projects.

ENQUIRIES: Dr. Molewa Tel No: (011) 321-6000

APPLICATIONS: To be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian gate (Next to taxi Rank). Applicants are encouraged to email their applications at hpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale. People with disability are encouraged to apply

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

CLOSING DATE: 18 September 2020

POST 21/440: MEDICAL SPECIALIST (ANAESTHETIA) REF NO: EDVH/2020/06

DUTIES: Assessment and management of patients. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Supervision of training of medical officers, interns and students. Participate in relevant academic / training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES: Dr. Moodley Tel No: (011) 321-6000

APPLICATIONS: to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank). Applicants are encouraged to email their applications at hpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale

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

CLOSING DATE: 18 September 2020

POST 21/441: DEPUTY DIRECTOR: PHYSIOTHERAPIST REF NO: DDP/CMJAH/2020

DUTIES: Provide strategy leadership and management in the Physiotherapy department at CMJAH. Collaborate relevant physiotherapy services in the cluster. Ensure clinical training and supervision of student cluster ideal frame work and NHI preparations. Participate in relevant executive and management structure in

DUTIES: Appropriate qualifications that allows registration with HPCSA. A minimum of 3 appropriate experience after registration with HPCSA. Must be currently registered with HPCSA. The following will be an added advantage: A Diploma/Degree in Management. 3 to 5 years’ experience in Management as (Assistant Director or Chief Physiotherapist), Computer Literacy and Valid Driver’s Licence. Relevant experience in research and data analysis will serve as an advantage. Understanding of relevant Acts prescripts and Legislations. Relevant experience in HR (Human Resource) and Financial Management. Demonstrate the ability to use Health information for planning. The applicant must possess to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcome set.

ENQUIRIES: To Dr. Moodley Tel No: (011) 321-6000

APPLICATIONS: to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank). Applicants are encouraged to email their applications at hpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale

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

CLOSING DATE: 18 September 2020

POST 21/441: DEPUTY DIRECTOR: PHYSIOTHERAPIST REF NO: DDP/CMJAH/2020
the hospital and Cluster. Manage HR, Finance and all resources of the department.

**ENQUIRIES:**
Dr. O Ubogu Tel No: (011) 488 3225

**APPLICATIONS:**
Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

**NOTE:**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE:**
18 September 2020

**POST 21/442:**
DEPUTY DIRECTOR HUMAN RESOURCE MANAGER REF NO: SEB-HR-01
Directorate: Human Resource Management

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

**CENTRE:**
Sebokeng Hospital

**REQUIREMENTS:**
National Diploma / Degree in Human Resource, 10 years’ experience in HR and at least 5 years’ experience in Human Resource as an Assistant Director. Computer literacy (MS Word, MS Excel and Power Point). Knowledge of and experience in Persal System. Knowledge of the Public Service Act, Finance Management Act and Other legislative prescripts that govern Human Resource Management, knowledge of the Human Resource administration process. Ability to communicate well with people at different levels and from different backgrounds. Must be customer-focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Supervisory, planning and organizing skills. Must be able to work under pressure.

**DUTIES:**
Manage and render effective personnel administration, salary administration and leave administration. Manage all conditions of service practices. Give guidance, manage and monitor safekeeping recordkeeping of personal information and ensure compliance with Human Resource legislative framework and prescripts. Manage and oversee the smooth-running and functioning of the Conditions of Service Unit. Ensure that the units monthly and quarterly reports are compiled and presented. Participate in management committees meetings. Give advice on procedural policy matters to line managers and end users. Manage and supervise staff and activities within the department. Train and motivate staff. Administrate discipline and implement grievance procedures. Direct and manage performance of team players and attend to meet Batho Pele standards for customer in all areas within the hospital. Review performance of team players and attend to audit queries. Report on sectional activities collate statistics for management analysis. Compile and update reports. Contribute to the departments planning budgeting and procurement process as well as monitoring and evaluation. Comply with Performance Management and development system (contracting, Midyear reviews and final assessment).

**ENQUIRIES:**
Ms. MA Madolo Tel No: (016) 930 3300/06

**APPLICATIONS:**
Should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.

**NOTE:**
Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document( no copies of certified copies allowed. Certification should not be more than 6 months old). Failure to submit all the requested documents will result in the application not being
considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date. Please accept that your application was unsuccessful. NB People With Disabilities Are Encouraged To Apply. Recommended Candidates Will Be Subjected To Medical Assessment.

**CLOSING**

18 September 2020

**POST 21/443**

DEPUTY DIRECTOR (INFORMATION COMMUNICATION AND TECHNOLOGY) REF NO: DDICT/CMJAH/2020

Directorate: Information Communication and Technology Department

**SALARY**

R733 257 per annum

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

A recognised 3-year Degree/ National Diploma in Information Systems/ Informatics/ Information Communication and Technology/ Information Technology/ ICT Security or Bachelor of Science (BSc) Computer Studies from a SAQA recognised Institution(s) with at least 10 years' relevant experience of which a minimum of 3 years' experience in the relevant field should be at an Assistant Director or equivalent level. The following key competencies and attributes are essential: Systems development, Business analysis, Server administration, ICT Security and Risk Management, System analysis, Cisco Network Support, Application Support and Project Management, Service management, General management, and Disaster recovery. Good planning and organizing skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflict management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; Willingness to work flexi and shift hours when required. Driver's licence is required.

**DUTIES**

The incumbent will be responsible to: Overall management of ICT department including technical, service management, telephony exchange, disaster management and human resources. Being a member of the hospital executive committee, the incumbent will support the departmental and hospital strategic plans and render an effective ICT support services to the institution and the cluster that is aligned with both the hospital and cluster operational plans. Management of ICT projects and leading the development of systems in the hospital and cluster. Maintain high availability of ICT services including the health information systems, local area network and wide area network, active directory, transversal systems, and all other CMJAH applications. Use management software to identify and locate faults and problem areas. Business and system analysis duties. Perform server administration, network maintenance and application monitoring. Support system applications used in the various departments of the hospital. Provide support for video, voice and mobile communication services. Management of service desk system and ensure effective client relations. Management of contracts and service level agreements (SLAs) with both internal users and external parties. ICT Governance, Audit, ICT security and disaster recovery including management of backups. Advice on new technology. Supervise and provide skills development to ICT human resources. Training of end-users to ensure that they are kept abreast of technologies employed in the hospital and the department. Management of the analogue and IP telephony (VOIP) systems. Responsible for general, human and financial management of the ICT department.

**ENQUIRIES**

Mr N. Ramosa Tel No: (011) 488 4572

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Supportth.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited.

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to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020

POST 21/444: ASSISTANT MANAGER NURSING SPECIALTY STREAM (CTD) REF NO: PN-B4 /09/CMJAH 2020

Re-advertisement
Directorate: Nursing - Central Teaching Department

SALARY: Grade 1: R614 991 per annum PN-B4 (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as professional nurse and proof of current registration. A post basic nursing qualification of the duration of 1 year, accredited with SANC in the relevant specialty. Have a minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year Post Basic Qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. A post basic Nursing Education qualification is compulsory. Computer literacy will be added advantage.

DUTIES: Develop the Operational Plan for training and development for the nursing department and implement in-service training programme for the hospital. Coordination of nursing department’s training and compiling of yearly teaching programme. Implement and coordinate on-the-job staff development/training of permanent staff, post basic students and basic students. Coordination of orientation and induction of all new staff in the institution. Promotion of quality nursing care in line with National Core standards. Participate in quality, skills development, institutional research, ethics and other committees in the institution. Coaching and Mentorship of nurses. Monitor compliance with the CPD Points in Nursing. Propose and operationalize the business case of CTD’s (Central Teaching Department). Develop Training in line with National core standards/Ideal Hospital Framework. Coordinate clinical placement of nursing students and monitor absenteeism. Liaising with affiliate training institutions. Compile student absenteeism reports and training statistics for the nursing department and attend stakeholder meetings. To ensure that nursing is practiced safely and ethically. Do call on rotational basis. Perform other extra duties as mutually determined by the institution. Expected to relieve Nursing Manager when required.

ENQUIRIES: Ms. A. Tshitereke Tel No: (011) 488 3787

APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address: ResponseHandling.Cmjah@gauteng.gov.za Only online application will be considered. Please Use the Reference As The Subject.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020

POST 21/445: OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OPS/9/CMJAH2020

Directorate: Nursing Department – Organ Transplant Programme

SALARY: R562 800 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration
with SANC as Professional Nurse and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post basic qualification in Critical Care Nursing. Knowledge of organ donation and transplant processes will be added advantage. Computer literacy and driver’ licence will be added advantage.

**DUTIES:** Demonstrate an in-depth understanding of nursing related legal and ethical nursing practices and how it impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do calls as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

**ENQUIRIES:** Ms. MN. Morare Tel No: (011) 488 3155

**APPLICATIONS:** Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE:** The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE:** 18 September 2020

**POST 21/446** : ASSISTANT MANAGER NURSING (AREA) PN-A7 REF NO: ODI/26/08/2020/01 (X2 POSTS) (Re-Advertisement). Candidates who meet the requirements and were previously applied are encouraged to re-apply.

**SALARY** : R562 800 per annum (plus benefits)

**CENTRE** : Odi District Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration as an added advantage. Registration with SANC as a professional nurse. Proof of current registration with SANC. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. At least 3 years of the period referred to above must be appropriate recognizable experience at management level (less 1-year experience for candidates appointed outside a public service after complying with registration requirements). Knowledge of nursing care
processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act.

**DUTIES**
Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multidisciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formation and implementation of nursing guideline, practices, standards and procedure. Expected to work night duty as a supervisor when necessary. Participate in the nursing management team for both day/night. To be part of the nursing management team. Act on behalf of Nursing Service Manager (Day/Night) and all other managers especially on night and after hours. Communication skill is highly expected. Expected to recommend, advice, give in form of report, letters and memos. General and strategic advices, nursing and management support. Maintain professional growth/ethical standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

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

**ENQUIRIES**
Ms. EP Ntsie Tel. No: (012) 725 2312

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

**CLOSING DATE**
18 September 2020

**POST 21/447**
CHIEF CLINICAL TECHNOLOGY (CARDIOVASCULAR PERFUSION) REF NO: CLINTECH/01/2019
Directorate: Clinical Technology (Cardiovascular Perfusion)

**SALARY**
R466 119 per annum

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Appropriate qualification that allows registration with the HPCSA in cardiovascular Percution (Clinical Technologist). Registration with the HPCSA as a Clinical Technologist. A minimum of 3 years’ appropriate experience in the relevant profession after registration with the HPCSA. Proof of current registration with the HPCSA.

**DUTIES**
The chief cardiovascular perfusion would have to manage their team to overlook three theatres, adult cardiac surgery, paediatric surgery and thoracic surgery for cardiopulmonary bypass, cell saving, intra-aortic balloon pumps and ecmo. He/she should be available for on call services for emergency cases that require theatre,467 ICU CMJAH manage their team to render on-call services especially for Ecmo patient management and for intra-aortic balloon pump insertion and management in ICU emergencies/ 576 ICU CMJAH manage their team to render ecmo services and do calls for management of ecmo patients. Gastroenterology and Hepatology Department DGMC to provide cell saving services for state liver transplant patients and cover calls as well for Donald Gorgon liver Transplants. Training of Students the Chief Cardiovascular Perfusion will oversee the training and teaching of the students in theatre. Management of Perfusion Related Stockthe chief cardiovascular perfusion is also responsible for the ordering of perfusion related stock, to ensure the smooth running of the above services rendered.

**ENQUIRIES**
Dr. O. Ubogu Tel No: (011) 488 3225

**APPLICATIONS**
Applications should be submitted on a (PDF Format only) to the following email address: medicalhr.cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

**NOTE**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a ZB3 form with a C.V. Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous experience, etc.).
employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE**: 18 September 2020

**POST 21/448**: PROFESSIONAL NURSE THEATRE SPECIALTY REF NO: JUB16/2020 (X4 POSTS)

**Directorate**: Nursing

**SALARY**: R383 226 - R579 696 - per annum Plus Benefits

**CENTRE**: Jubilee District Hospital

**REQUIREMENTS**: Basic R425 qualification, Diploma/Degree in nursing equivalent qualification that allows registration with SANC as a Professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in theatre speciality. A minimum of 4 years appropriate/recognized experience in nursing after registration as a Professional nurse with SANC in general nursing.

**DUTIES**: Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.

**ENQUIRIES**: MS Tamenti A.L.P Tel No: (012) 717 9398

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

**NOTE**: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE**: 18 September 2020

**POST 21/449**: MIDDLE MANAGER: HUMAN RESOURCE OFFICER REF NO: CHBAH 310 (X1 POST)

**Directorate**: Human Resource (HR Development and Performance Management)

**SALARY**: R376 596 - R454 920 per annum (Level 09) (Plus Benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification and National Diploma/Degree or equivalent qualification with five (5) years’ experience in human resource on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). Must have excellent presentation skills, experience in dealing with the public, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and
planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in training and development plus performance management and development system (PMDS) are essential requirements for the post. Knowledge and application of project management principles is essential. Medical surveillance as an inherent job requirement.

DUTIES:
Support the Deputy Director in the management of the Human Resource Development (HRD) and performance management in the Hospital. Manage the implementation of the HRD and performance management policies, plans and strategies. Develop internal control measures, guidelines and standard operating procedures on training and development plus performance management of employees in line with National and Departmental human resource practices, guidelines and policies. Ensure the implementation of the Adult Education and Training (AET), Internship and Learnership, Professional Development, Generic Training plus Orientation and Induction Programmes. Continually improve service delivery and administer performance measures through the development and pursuing a systems approach to employee development based upon the Gauteng Department of Health (GDHO), Hospital’s skills gap analysis and Performance Management and Development (PMD) outcomes. Coordinate the compilation of the Hospital’s Workplace Skills Plan (WSP), coordinate the Skills Development Committee meetings and ensure the engagement of all stakeholders. Prepare quarterly and annual training reports. Manage the implementation of grade and pay progression for professional and administrative cadres under both the occupation specific dispensation (OSD) and Non-OSD categories. Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to direct reports in the Unit. Manage the Ideal Hospital Framework Advice management and the department on human resource development practices, procedures, guidelines and policies, etc. Do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Monitor and evaluate policy implementation and suggest improvements. Co-ordinate and execute the training and induction of staff in the hospital. Be willing to undergo continuous training and development. Attend and run meetings and training programmes as approved and delegated by the Head of the sub-directorate. Management of personnel performance and review thereof in the sub-division.

ENQUIRIES:
Mr ZP Khanyile Tel No: (011) 933 8022

NOTE:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YYYY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance
with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 18 September 2020

POST 21/450 : EMS COURSE CO-ORDINATOR REF NO: LCOEC/ACADEMIC/01/2019 (X 4 POSTS)

SALARY : Grade 1 - Grade 4: (R318 042 – R505 113 per annum. (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPCSA). Experience in EMS Education and Training. Qualification as an assessor, facilitator, moderator, Management Qualification/ experience and formal Education qualifications will be an Advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver’s licence with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.

DUTIES : Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Coordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/ oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the Principal. Management of all College staff involved on the course and responsible for performance management of staff and learners.

ENQUIRIES : Mr S Sithole / Ms B Ramatsetse Tel No: (012) 356 8000/8098
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina 0031
CLOSING DATE : 18 September 2020

POST 21/451 : EMS COURSE CO-ORDINATOR REF NO: LCOEC/ACADEMIC/02/2020 (X 4 POSTS)

SALARY : Grade 1 - Grade 4: R318 042 – R505 113 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPCSA). Experience in EMS Education and Training. Qualification as an assessor, facilitator, moderator, Management Qualification/ experience and formal education qualifications will be an Advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver’s licence with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.

DUTIES : Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Coordination of all theoretical and practical components of the course. Man
agement of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the Principal. Management of all College staff involved on the course and responsible for performance management of staff and learners.

ENQUIRIES
Mr S Sithole / Ms B Ramatsetse Tel No: (012) 356 8000/8098

APPLICATIONS
Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina 0031

CLOSING DATE
18 September 2020

POST 21/452
HUMAN RESOURCE OFFICER REF NO: CHBAH 311 (X2 POSTS)
Directorate: Human Resource (Talent Attraction, Staff Establishment Control & HR Information Management)

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

CENTRE
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS
Grade 12 and at least 3 years’ experience in Talent Attraction/Source & Select, Staff Establishment Management Control and HR Information Management. Experience in office administration and document management. Must be computer literacy (Ms Office). Knowledge and experience of PERSAL System and Staff Establishment. Knowledge of Human Resource Information Management (HRIM). Knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations, Prescripts that govern the recruitment and selection in the public service other employment related legislative prescripts that govern Recruitment and Selection and Human Resource Management. Must be a self-driven, customer focused individual with Excellent planning, organizing, communication (verbal and written), interpersonal relations, report writing, time management skills. The applicant should be able to manage conflict, work independently and also work within a team. The appointee should be able to work under pressure. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES
Receive requests of filing of posts. Verification of posts information on the PERSAL system. Request PERSAL reports, distribute to Line Managers and backup. Prepare management information reports. Draft advertisements for post filling. Quality assure advertisements as per applicable legislation and prescripts (e.g. Code of remuneration and the Occupation Specific Dispensation, etc.). Publish approved advertisements. Manage the response handling exercise for the Hospital by receiving, sorting and capturing of applications on HR database. Maintenance of applications’ database. Pre-shortlist applications as per minimum requirements. Liaise with the South African Qualifications Authority (SAQA) on the verification of qualification and conduct criminal record check for shortlisted candidates with the appropriate agencies. Prepare documentation for shortlisting. Ensure that advertisements and pre-shortlisting are conducted within the agreed timeframes. Manage and render effective personnel administration. Monitor and ensure compliance on all areas in the Unit. Give advice on procedural policy matters to supervisors, line managers and end-users. Supervision of staff and their activities within the department. Training and motivation of staff. Administer discipline and ensure that grievance procedures are adhered to. Perform any reasonable task allocated by Manager. Attend workshops, meetings, and training as required and instructed by supervisor. Practice Performance Management and Development System as per legislation (Contracting, reviewing, and final evaluation).

ENQUIRIES
Ms. L Mazibuko Tel No: (011) 933-8394

APPLICATIONS
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za
NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/ financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 18 September 2020

POST 21/453: PERSONAL ASSISTANT REF NO: TDH 011 /2020

Directorate: CEO,’s Office

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

CENTRE: Tshwane District Hospital

REQUIREMENTS: Grade 12 with Secretarial National Diploma/Office Administration qualification or equivalent with 5years experience in rendering a support to Senior Management .Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and Power Point, Project Office) is essential. Proficient users of Microsoft Office suites and will be subject to test. Skills and Competencies. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration .Code 08 driver’s license is an added advantage. Ability to work under pressure.

DUTIES: Provide Secretarial /administration support service to the CEO. Manage the diary of the CEO and support the CEO with the administration of the SNT on a monthly basis. Receive telephone calls in an environment where in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded in the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment e.g. fax machines and photocopies are in good working order. Render administrative support services. Scrutinize routine submission/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholder’s. Provide support to the CEO regarding meetings, record minutes /decisions and communicate to relevant role-players, follow –up on progress made. Collect and compile all necessary documents for the manager to inform him/her on the contents that includes reports for the AG. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES

APPLICATIONS: Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

NOTE: The appointed employee will be subject to Personnel Suitability check and 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.at least three references must be on a CV .Candidate must ensure that all qualifications and ID are certified copies and copies are not older than 6months. Applications must indicate the post reference number on their applications. Please note that Tshwane District Hospital is a COVID 19 Hospital, drop your CV in a box at the gate with the securities. If you do not
receive a response within 3 months, note that your applications was not successful.

CLOSING DATE : 18 September 2020

POST 21/454 : PERSONAL ASSISTANT REF NO: ERVH2020/12
Directorate: Administration and Management

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Minimum requirements: Matric plus relevant secretarial/Office Administration Diploma or Degree with 2 or more years of experience in secretarial/ office administration environment. Excellent computer skills in Microsoft office. Must have an eye for detail, Excellent organizational skills, ability to multi-task, excellent communication, and report writing skills, ability to work under pressure, professional etiquette as the face of the CEO/ senior manager’s office. Must have high level of reliability and ethics, commitment to work beyond the call of duty, be able to maintain high level of confidentiality, have tact and discretion. Be able to work in a team and independently.

DUTIES : Provide administration and overall secretarial/receptionist support to the CEO’s office. This will, inter alia entail the following: - Establish and maintain efficient administration system for work coordination. Office management, diary management, organize and plan logistics for meetings, take minutes and ensure proper record keeping. Ensure strategic decisions taken in meeting are actioned timeously. Organize refreshments for visitors and other stakeholders that may engage with the office. Screen correspondences and receive telephone calls. Receive and direct correspondence to relevant managers or departments. Create and maintain an appropriate filling system. Operates office equipment like fax machines and photo copiers. Order and manage standard items like stationary, refreshments e.t.c and has understanding of cost center management and cost containment. Remains abreast with the procedures and process that apply in the office of the CEO. Studies the relevant Public Service and department prescripts/policies and other documents to ensure that the application therefore is understood properly. Drafts routine correspondence and reports if required. Collects all relevant documents to ensure the CEO is prepared for meeting.

ENQUIRIES : Mr. JKA Buthelezi Tel No: (011) 321 6003
APPLICATIONS : to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian gate (Next to taxi Rank), Applicants are encouraged to email their applications at Hrpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale,. People with disability are encouraged to apply.

NOTE : The institution reserves the right not to fill this post. Signed Z83 Application form with certified copies of qualifications and ID
CLOSING DATE : 18 September 2020

POST 21/455 : HUMAN RESOURCE OFFICER REF NO: CHBAH 312 (X1 POST)
Directorate: Human Resource

SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 3 years’ experience in Recruitment and Selection. Computer literacy (Ms Office). Must have knowledge and experience in the operations of the PERSAL System. Must be able to plan, organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to deal with conflict and maintain discipline. Ability to handle multiple information maintain confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Strong analytical, thinking, problem solving and interpersonal relationship skills. Good office management skills. Document flow and record management skills. Must be able to work under pressure and also be able to work independently, but possess the skills to operate within a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of processing appointments for PERSAL capturing. Knowledge and application of the Batho Pele Principles and knowledge of the Labour Relations processes. Must be conversant with all legislation pertaining to Recruitment and Selection procedures e.g. Basic Conditions of Employment
Act, Public Service Regulations, Public Service Coordinating Bargaining Council resolutions, Departmental Recruitment and Selection policy, Employment Equity Act, to mention just a few. Ability to interpret prescripts governing the sphere of the operations of the Unit. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES:** Reporting to the Assistant Director, the incumbent will ensure effective support in Recruitment, Selection and Appointment processes. Supervising the activities within Recruitment and Selection. Ensure proper adherence to the Recruitment and selection legislation framework. Monitor daily planning, scheduling and deadlines of team members (direct and indirect reports). Assist and support team members on a daily basis and manage attendance. Maintain Recruitment and Selection database. Conduct safekeeping and recordkeeping of personnel, shortlisting and interview information. Type documents/correspondence and conduct proper filing thereof. Render effective personnel administration in accordance with the regulatory frame work and guidelines relating to general office function. Adhere to timelines. Attend to Recruitment and Selection related telephonic, verbal and audit queries in a professional manner and give guidance and advice. Record, organize, control, store, and retrieve information. Submit weekly and monthly stats. Ensure safekeeping of documents and filing of all related documents. Contribute to the Hospital’s planning and procurement processes on a daily basis. Attend workshops, meetings and training as approved by manager. Maintaining of user-friendly office. Adhere to all legal instructions given in writing or verbally by a senior staff member. Sit in at shortlisting and interviews as an advisor. See that policies and procedures are adhered to. Supervise team members. Coach and support practitioners in their activities. Overall management of the team and review thereof (Contracting, quarterly review and final assessment).

**ENQUIRIES:** Ms. A Werth Tel No: (011) 933-8970

**APPLICATIONS:** Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

**NOTE:** Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/ financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE:** 18 September 2020

**POST 21/456:** LABOUR RELATIONS OFFICER REF NO: TRH 05/2020
Directorate: Human Resources Management

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

**CENTRE:** Tshwane Rehabilitation Hospital

**REQUIREMENTS:** National Diploma/Degree in Labour Relations/Human Resources Management with 2-5 years’ experience in Labour Relations, valid driver’s licence, computer literacy and excellent communication skills.

**DUTIES:** Initiate and promote training on labour relation matters for staff. Implement, monitor and evaluate compliance on collective agreements, policies and relevant legislation. Render advisory service to all institutional managers and
employees regarding labour relations matters. Investigations of misconduct cases and grievances, compiling reports and database, management of strikes and disputes. Representing the hospital in disciplinary hearings. Promote peace in the workplace between management and staff. Facilitate and chair multilateral and bilateral meetings. Ensure statistics are compiled and submitted on time.

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

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

CLOSING DATE: 18 September 2020
POST 21/457: HUMAN RESOURCE OFFICER (LABOUR RELATIONS) REF NO: LR7/CMJAH/2020
Directorate: Human Resource Department

SALARY: R257 508 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Qualifications & Experience: Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with 3 to 5 years’ experience or a relevant Diploma or Degree from a recognized tertiary institution in Human Resource (Labour Relations) with a maximum of 2 years’ relevant experience. Valid Driver’s License. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Persal system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.

DUTIES: Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyze trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the Institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management.
and head office. Ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts and collective agreements.

**ENQUIRIES**
Mr. SM. Mpyana Tel No: (011) 488 4457/4426

**APPLICATIONS**
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

**NOTES**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE**
18 September 2020

**POST 21/458**
ADMINISTRATION OFFICER REF NO: AO/CMJAH/2020
Directorate: Patient Affairs Department

**SALARY**
R257 508 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Qualifications & Experience: Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with 3 to 5 years’ relevant experience or a relevant 3 year National Diploma or Degree from a SAQA recognized tertiary institution with a maximum of 2 years’ relevant experience. Valid Driver’s License. Knowledge: Sound knowledge of Office Administration Management with emphasis on PFMA, Patient Affairs. In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Medicom System, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. The following will be an added advantage: An extensive knowledge of Accident and Emergency / Casualty, X-ray departments and Clinics will be an added advantage. Good office management skills and the ability to work under pressure. Be prepared to rotate as a reliever to other sections within Patient Administration Department. Ability to implement policies including Code of conduct, Batho Pele Principles and Ministerial priorities.

**DUTIES**
Manage Patient Admin Personnel in the Section. Provide leadership and guidance to clerical personnel and coordinate their activities. Facilitate proper and classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patient’s information on MEDICOM. Train Patient Admin Staff. Attend to all rejections. Meet all the deadlines and relieve other supervisors during their annual or sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Conduct regular meetings with staff to discuss issues of the unit. Be part of the strategic planning. Coordinate nomination for training workshops. Oversee the smooth running of service delivery. Attend meeting as per institutional needs. Contribute to the sub directorate planning, budgeting and procurement processes as well as monitoring and evaluation. Perform all duties as allocated by HOD.

**ENQUIRIES**
Mr. M Molefe Tel No: (011) 488 3862

**APPLICATIONS**
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020

POST 21/459: ADMINISTRATION OFFICER REF NO: CAC/CMJAH/2020

Directorate: Finance Department

SALARY: R257 508 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Qualifications & Experience: Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with 3 to 5 years’ relevant experience or a relevant 3-year Diploma or Degree from a recognized tertiary institution with a maximum of 2 years’ relevant experience. Valid Driver’s License. Knowledge: Sound knowledge of Finance Management with emphasis on PFMA, BAS In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Medicom, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making, Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.

DUTIES: To lead a billing team which will ensure that all billable items are included in all self-funded and externally funded patients ‘bills; Ensure that billing takes place within the prescribed period; Monitor and report on no. of visits / discharges vs no. of bills per month; priorities and ensure that downtime is captured timeously on the system; Report and submit weekly adjustments for different classifications; Ensure that billing rejections and queries are corrected and resubmitted within the prescribed period; Ensure that bills are submitted to all patients timeously; Contract, review and finalize PMDS; and Motivate and lead winning team.

ENQUIRIES: Ms. N Ntshebe Tel No: (011) 488 4072

APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE: 18 September 2020
POST 21/460: ADMINISTRATIVE OFFICER- RISK MANAGEMENT REF NO: EHD2020/09/01 (X1 POST)
Directorate: Corporate Services
Re-Advertisement
SALARY: R257 508 – R303 339 per annum
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Grade 12 certificate with 5 years’ experience in Risk management, or Tertiary qualification in Risk Management, Internal Auditing, Public Management or Public Administration with 3 years functional experience in Risk Management or auditing. Knowledge: Public Sector Risk Management Framework. Drivers license and Computer literacy are essential. Written communication skills, assertiveness and presentation capabilities. Knowledge: Public Sector Risk Management Framework. The ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities.
DUTIES: The incumbent will assist in monitoring and implementation of Risk Management Framework. Develop and maintain a risk and risk incident database including risk registers for the District. Extract risk information and develop risk profiles for the District and graphical reports for integrated reporting. Assist in Monitoring and evaluate of risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist with secretariat functions for the risk management Committee. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.
ENQUIRIES: Ms P. Moraba Tel No: (011) 876 1738
NOTE: Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400
FOR ATTENTION: Human Resource Manager
CLOSING DATE: 25 September 2020
POST 21/461: PROFESSIONAL NURSE GRADE 1-3 REF NO: JUB17/2020 (X8 POSTS)
Directorate: Nursing
SALARY: Grade 1: R256 905 per annum (Plus Benefits)
Grade 2: R315 963 per annum (Plus Benefits)
Grade 3: R383 226 per annum (Plus Benefits)
CENTRE: Jubilee District Hospital
REQUIREMENTS: Basic R425 (ie. Diploma/Degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional nurse.
DUTIES: Provision of a high quality nursing care that is holistic and is patient centered. Ensuring that nursing care provided is within the scope of practice of nurses and the legal frame work. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Demonstrate effective communication with patients, community supervisors and report writing skills. Identify risk factors and maintain a therapeutic environment for patients and staff in the ward. Utilize physical, financial and human resources
to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Willing to work shifts including night duty.

**ENQUIRIES**
Ms Tamenti A.L.P Tel No: (012) 717 9398

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

**NOTE**
Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE**
18 September 2020

**POST 21/462**
**ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 315 (X2 POSTS)**
Directorate: Cardiology Department

**SALARY**
R210 567 – R240 762 per annum (plus benefits)

**CENTRE**
Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENT**
Grade 12 certificate or NQF Level 4. A minimum of 2 years’ experience in performing ECG duties and basic interpretation, Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

**DUTIES**
Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital (Clinics & wards). Report all faulty equipment’s to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports and documents. Assist with various administrative duties as assigned by the Team Leader. Attend meetings and training as approved by supervisor. Maintain user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES**
Ms Nondumiso Shandu Tel No: (011) 933-9412

**APPLICATIONS**
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

**NOTE**
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YYYY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be
immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 18 September 2020

POST 21/463: HUMAN RESOURCE CLERK REF NO: CHBAH 313 (X6 POSTS)
Directorate: Human Resource (Talent Attraction, Staff Establishment Control & HR Information Management)

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

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
Grade 12. Must be computer literate (Ms Office). Knowledge of the acts that are governing Human Resources in the public service and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Good telephone etiquette. Must be self-motivated. Ability to work under pressure. Should possess the ability to process tasks within set deadlines, organizing, analytical, problem solving and interpersonal relationship skills. Good office management skills. Be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Ability to work independently and in a team. Must be prepared to engage in intensive labour practices. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES:
Receive and distribute advertisement and communicate with Line Managers and other stakeholders. Monitor the timeframe between advertisements and closing dates and make appropriate follow-ups to obviate undue delays. Control the application drop-box. Check, receive, sort and date stamp applications on a daily basis. Daily organization of applications per reference number, rank and occupation. Capturing of received applications on a database. Conduct pre-shortlisting and prepare applications for shortlisting. Manage a database for applications. Ensure safekeeping of documents and filing of all related documents. Render effective personnel administration in accordance with the regulatory framework and guidelines relating to general office functions. Adhere to timelines. Attend to HR related and audit queries in a professional manner. Submit weekly and monthly statistics. Attend workshops, meetings and training as approved by supervisor. Maintaining a user-friendly office. Adhere to all legal instructions given to you in writing or verbally by a senior staff member. Adhere to time lines. Must be prepared to assist in the recruitment and selection section and within Human Resource Department.

ENQUIRIES: Mr I Tefo Tel No: (011) 933-8185

APPLICATIONS:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za

NOTE:
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as
required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with The Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 18 September 2020

POST 21/464: SECURITY OFFICER (X6 POSTS)

Directorate: Logistics

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

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
- Grade 10 with 5-10 years’ experience or Grade 12 with 2-5 years’ experience.
- A PSIRA Grade B registration certificate. Must be PSIRA registered. Must have valid driver’s licence. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Computer skills. Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with deferent teams in the unit. Ability to organize, lead and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays and be able to attend to security emergencies. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients’ Rights Charter and other key priorities impacting on service delivery. Medical surveillance as an inherent job requirement.

DUTIES:
- Ensure the safety of State property, employees, visitors and patients. Compilation of duty rosters. To lead a team of security personnel. Where required, to conduct and address security posting parades. Management of keys. Conduct security threats and risk assessments at his/her area of responsibility. Management of Security Control room activities. Contribute in the development of policies and procedures in the hospital. Assist in the management of the security service provider. Reporting of security breaches internally and to the South African Police Service. Holding of regular meetings with other stakeholders in his or her area of responsibility. Conduct Site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Conduct searches of missing patients in various locations and the provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Facilitate the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Implementation and enforcement of security policies and procedures. Contribute in the compilation of weekly reports. Adherence to timelines. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

ENQUIRIES: Mr L.J. Mnisi Tel No. (011) 933-9549

APPLICATIONS:
- Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be
accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

Candidate will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 18 September 2020

**POST 21/465** : HUMAN RESOURCE CLERK REF NO: TDH012/2020

**SALARY** : R173 703 - R204 612 per annum (all inclusive)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade12 certificate. National Diploma in Human Resource or equivalent will be and added advantage. Minimum 2-3 years’ experience in Human Resource. Sound knowledge of Persal system and HR Administration. Computer literacy (Excel, MS Word, Power Point). Good communication skills (written and verbal), planning organising and coordinating. Ability to compile and implement database. to compile and implement database.

**DUTIES** : Provide Human Resource functions, which include but not limited to appointments, terminations, and service conditions. Manage service benefits. Receiving and capturing of leave forms and overtime claim forms in the Persal system. Collecting data for delegation/stats. Handle corresponds to and from E-GOV. Maintain HR records. Attend shortlisting and interviews as a scribe and also give advises in the shortlisting and interviews in terms of Recruitment and Selection Processes.

**ENQUIRIES** : Mrs Matube. W.M Tel No: (012) 354-7604

**APPLICATIONS** : Should be submitted to: HR Department, Tshwane District Hospital Private Bag X179 Pretoria 0001.

**NOTE** : Applications should include Z83, CV, and certified copies of ID and Qualifications People with disability are encouraged to apply. Tshwane District Hospital is a dedicated COVID19 institution. Applications that are hand delivered must be dropped at the Security office at the gate in the box. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At least three references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies (not older than 6 months).

**CLOSING DATE** : 18 September 2020

**POST 21/466** : QUALIFIED BASIC PHARMACIST ASSISTANT GRADE 2 REF NO: TDH013/2020

**Directorate:** Pharmacy

**SALARY** : R166 689 - R190 578 per annum (plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade 12 certificate, registration with SA Pharmacy Council as Qualified basic pharmacist assistant. Experience: None after registration with SA Pharmacy Council as Basic Pharmacist Assistant-Priority-Leaner trained in the public sector at basic pharmacist assistant. Recommended learning fields HIV and AIDS management Batho Pele Medicine supply management /SOPS training Customer care training Basic communication skills, Good interpersonal skills, basic administrative skills e.g. filing, record keeping, basic calculation skills, basic computer skills, basic literacy skills, record keeping skills, basic research/data collection and analysis skills, basic teamwork skills, basic technical work skills, basic management and time management skills, basic
problem solving and decision making skills. Independent and a team player, time management able to meet deadlines, conscientious, responsive to changing needs and difficult circumstances, co-operative competent, observant, efficient in work punctual, honest, orderly/tidy, professional attitude, disciplined, friendly, hardworking, reliable, responsible, trustworthy, like to improve self-open minded, self-motivated, ethical conduct.

**DUTIES**

To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and finance requirements, i.e Batho Pele, GPP, PFMA, Pharmacy Act, MCC, National Core Standards and all other relevant legislation and policies. Continuous professional development to keep abreast with latest in pharmaceutical services efficient and effective service, stock control and the distribution of stock to the clients (wards, pharmacies etc). Excludes the issue of medicine to patients. Participate in the development, provision and maintenance of a cost effective pharmaceutical services. Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice. Reading preparation of prescription & labelling a prescription. Provision of information to individuals in order to promote health. Recording and reporting being part of the monitoring and evaluation teams. Team player an able to meet deadlines. Perform any legitimate task request for provision of pharmaceutical services. Team player an able to meet deadlines. Perform any legitimate task request for provision of pharmaceutical services.

**ENQUIRIES**

Ms. Dolo S Tel. No: (012) 354 – 7778

**APPLICATIONS**

Applications must submitted on a Z83 form. Certified copies of Qualifications, ID and CV to be attached. Applications should be submitted at Tshwane District Hospital. Private Bag x179 Pta

**NOTE**

The appointed employee will be subject to Personnel Suitability check and Medical surveillance as required. People with disabilities are welcome to apply. Applications must be filled on a Z83 Form accompanied by a comprehensive CV at least three references must be on a CV

**CLOSING DATE**

18 September 2020

**POST 21/467**

PROPERTY CARE TAKER REF NO: CHBAH 316 (X10 POSTS)

Directorate: Logistics Department

**SALARY**

R102 534 – R120 780 per annum (Level 02) (plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

Abet Level 4 or equivalent Grade 9. Basic knowledge of the legislative framework and processes related to gardening and pest control. Ability to work under pressure. Ability to work independently an in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Knowledge of the Batho Pele Principals. Must be able to work with garden machines. Knowledge/experience in gardening and pest control will be an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

Picking up of litter (papers, cigarette stumps and other objects) daily. Maintain the gardens by watering the garden, prune and trim flowers and tree, mow the grass, cultivate the soil for trees and flowers. Remove weeds in flower beds and on pavement. Apply insecticides to weeds. Remove weeds, dry leaves from storm water drains and gutters. Creation of garden landscaping to beautify the environment. Contain and dispose of garden waste (rubble) to area of collection (Pikitup bins at Gardening Department) daily. Keep and maintain garden material and equipment. Report broken garden equipment. Clean garden machines and equipment after use. Spray or dust chemical solutions, powders or gases into rooms, onto clothing, furnishings or wood and over marshlands, ditches, catch-basins at all Wards and departments. Set traps and place poisonous paste or bait in sewers, burrows and ditches. Inspect premises to identify infestation source and extent of damage to property, wall and roof porosity and access to infested locations. Record work activities performed. Clean work site after completion of job by removing dead rodents. Remove all dead pets around the institution. Ensure to follow the fumigation roster. Comply with the rotation roster. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to time lines. Attend meetings and training as approved by the supervisor. Carrying out any lawful and reasonable

**ENQUIRIES**
Ms J. Van Rensburg Tel No: (011) 933 8756

**APPLICATIONS**
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

**NOTE**
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**
18 September 2020

**POST 21/468**
PROTER REF NO: CHBAH 317 (X6 POSTS)
Directorate: Logistics Department

**SALARY**
R102 534 – R120 780 per annum (Level 02) (plus benefits)

**CENTRE**
Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**
Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Must be physically able to lift, transfer and porter patients to and from the unit/clinical departments Ability to work under pressure. Excellent interpersonal and organizational skill. Must be able to read and write. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**
Assist patients who are unable to walk to and from private cars. Accompanying walking and non-walking patients, prepare wheel chairs and stretchers for readiness from all different area of the hospital. Ensure that patients are transported to and from relevant ward/departments. Keep a close observation of patients during escorting. Receive patients from ambulances/vehicles to stretchers or wheelchairs in the presence of a healthcare professional. Render assistance with the transfer of patients to bed/trolleys and vice versa. Record and register all patients transported (daily production sheets). Provide statistics (daily production sheets) to the supervisor on a daily basis. Check wheelchairs and stretchers to ensure good working condition. Cleaning of equipment
Collection of wheelchairs and stretchers daily. Laying of stretchers daily. Relieve in other areas when requested by your Supervisor and also comply when rotation takes place. Wear name tag or hospital ID daily. Attend to training courses arranged by Human Resource Department or section. Attend to sectional meetings. Adhere to Batho Pele Principals. Professionalism: Client service, dress code and time management. Adhere to any legal instruction given to you by a senior staff member. Treat all clients and colleagues with dignity and respect. To adhere to all putting service policies and procedures. Adhere to timelines. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES
Ms J. Van Rensburg
Tel No: (011) 933 8756

APPLICATIONS
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1806 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 18 September 2020

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS
All applications and supporting documents (completed and signed Z83 form, certified copies of educational qualifications, driver’s licence and Identity Document) must be emailed to GPDRT.recruitment@gauteng.gov.za. Certified copies must not be older that six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

CLOSING DATE: 18 September 2020

NOTE
All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview, it is mandatory that the recommended candidates undergo a generic managerial competency assessment in compliance with the DPSA Directive.
MANAGEMENT ECHELON

POST 21/469: DEPUTY DIRECTOR – GENERAL: ROADS INFRASTRUCTURE
DRT/RIB/2020/01 (X1 POST)
Branch: Roads Infrastructure

SALARY: R1 521 591 – R1 714 074 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience and post qualification.

CENTRE: Johannesburg

REQUIREMENTS: An appropriate Bachelor’s / post graduate Degree or equivalent qualification (NQF Level 8), in Civil Engineering. Registration with the Engineering Council as a Professional Engineer. Project Management qualification. Post degree training courses in Strategy and General Management will be an added advantage. 10 years working experience in transport or infrastructure field, at least 8 years’ experience at general / senior management level. Proven / evident successful infrastructure planning capability or experience. Proven / evident successful operational and process management within public or private sector. Track record in formulating and managing strategic plans, business plans, project budgets, and in project management. Advanced or superior understanding of institutional governance systems and performance management. An understanding of the Government regulatory frameworks and policies governing transport and roads, and public finance. A valid driver's licence.

DUTIES: Manage strategies and frameworks for provincial transport infrastructure. Manage the development and implementation of provincial transport infrastructure programmes and projects. Manage geometrics and structures designs, survey and land acquisitions, for provincial transport infrastructure. Manage provincial traffic engineering services. Manage provincial multi-year roads construction programme and projects. Manage routine, planned and emergency road maintenance. Manage and protect transport infrastructure assets. Manage information management systems for transport infrastructure. Maintain technical relationships with the Gauteng Transport Authority (GTA), South African National Roads Agency Limited (SANRAL), Gautrain Management Agency (GMA), g-Fleet Management, and municipal roads entities / agencies within Gauteng. Manage the human and financial resources in line with applicable relevant prescripts. Build and provide the Branch with the agility to take on new or changing mandates, and the evolving transport infrastructure needs.

ENQUIRIES: Ms. Motlalepule Mmatli, Chief Director: Human Resources Management Tel No: (011) 355 – 7381/5

POST 21/470: DEPUTY DIRECTOR – GENERAL: TRANSPORT SERVICES
DRT/TSB/2020/02 (X1 POST)
Branch: Transport Services

SALARY: R1 521 591 – R1 714 074 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience and post qualification.

CENTRE: Johannesburg

REQUIREMENTS: An appropriate Bachelor’s / post graduate Degree or equivalent qualification (NQF level 8) in Transport Studies, or Transport Policy Studies or Transport Management. A Master’s degree in Management or Strategy will be an added advantage. At least 10 years’ working experience in the transport regulatory environment, transportation management, public transport and related fields, at least 8 years’ experience at general / senior management level. Proven successful operational and process management experience within the public or private sector. Proven track record in successfully formulating, managing and executing policy, projects, strategic plans and budgets. Advanced understanding of public policy and regulatory environment in terms of financial management, institutional governance and performance management. An understanding of the Government regulatory frameworks and policies governing transport and public finance. A valid driver’s licence.

DUTIES: Manage the development of provincial transport policy, the Provincial Land Transport Framework and the provincial public transport strategy. Manage the development and implementation of programmes and strategic transport projects. Manage and implement the plans for the integration of public transport
modes. Develop and manage public transport services’ contracts, including transformation of public transport subsidies. Develop and implement modernisation and corporatisation plans for the minibus taxi public transport mode. Oversee the Provincial Registration Entity (PRE) in the issuing of operating licenses for public transport operators. Oversee the provision of traffic law administration services (vehicle licenses, drivers licenses) in the province. Manage the technical oversight over the Department’s public entities and reporting agencies and ensure their compliance with the regulatory frameworks applicable to them. Maintain and lead strategic and technical relationships with critical stakeholders, inclusive of the national Department of Transport and its agencies. Manage the human and financial resources in line with applicable relevant prescripts. Build and provide the Branch with the agility to take on new or changing mandates, and the evolving transport.

ENQUIRIES:
Ms. Motlalepule Mmatli, Chief Director: Human Resources Management Tel No: (011) 355 – 7381/5
ERRATUM: (Edendale Hospital) Kindly note that the following Deputy Director: HRM post was advertised in Public Service Vacancy Circular 19 dated 08 August 2020 for Edendale Hospital with the 21st August 2020 as the closing date. The post has been withdrawn.

MANAGEMENT ECHELON

POST 21/471 : DIRECTOR: PHC SYSTEM DEVELOPMENT REF NO: G166/2020

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

CENTRE : Health Service Development: Head Office: Pietermaritzburg

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Nursing, Medicine (MBChB) or other health related profession; PLUS Approved appropriate statutory council registration; Plus A minimum of 5 years appropriate experience at Middle Managerial level/ Technical Advisor in a Primary Health Care setting or District Health Services; Plus A Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG), (This is a Public service specific training programme which will be applicable for appointment at SMS level). PLUS Training programmes undertaken and successfully completed in Project Management, Policy Development and Community Health/ Public Health will be an added advantage. Plus A valid code 08 driver’s license. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Chief Director: District Health Service and will be responsible to develop the Primary Health Care Systems and Policies for the Department defining implementation protocols, norms, standards and monitoring arrangements in order to enable the Primary Health Care Institutions to function optimally inclusive of development of community support systems and mechanisms for the delivery of basic Primary Health Care Services, and as such the ideal candidate must:- competencies: Knowledge; Possess extensive knowledge of the key issues affecting the ability of Health Institutions to effectively provide PHC services. Possess knowledge and experience regarding the management of diseases within the health services context. Possess extensive knowledge and skills regarding integrated policy development in the PHC environment. Possess extensive knowledge of quality and accreditation arrangements. Possess extensive knowledge of best practices and the ability to customize such practices to suit local needs. Computer literacy.

DUTIES : Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient Primary Health Care System in the Province. Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient community and household level. Develop policy frameworks and systems to promote community participation in the delivery of PHC services and governance oversight. Provide technical advice to the Member of the Executive Council, the Accounting Officer, EXCO and Institutions to continuously improve the impact made by the PHC System on health service delivery in the province. Provide support to School Health and Health Promotion program. Monitor, evaluate and report on the performance and service delivery of the Community Health Centres, Clinics, Mobiles and all outreach teams including the establishment of early warning detection. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Facilitate the implementation of Ideal Clinic Realisation and maintenance framework. Ensure coordination of Deputy Manager Nursing and DCST PHC at district level. Facilitate the implementation of HPRS, SyNCH, etc. Coordinate training and development of Primary Health Care in the Province. Coordinate clinical governance and other governance structures like clinic committees and CHC boards. Interact with different stakeholders including other departments within the province and nationally on the matters related to primary health care services. Represent the Department in different forums on matters related to primary health care.

ENQUIRIES : MR J Mndebele Tel No: (033) 395 3274/3019
APPLICATIONS

Applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: North Tower (E-Mail and Faxed Applications Will Not Be Accepted)

FOR ATTENTION

Ms TNN Ngema)

NOTE

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. 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. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE

18 September 2020

OTHER POSTS

POST 21/472

HEAD CLINICAL UNIT (EMERGENCY & TRAUMA) REF NO: MAD 17/2020 (X1 POST)

SALARY

R1 728 807 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE

Mladeni Provincial Hospital

REQUIREMENTS

Appropriate qualification that allows registration with the Health Professions council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine Appropriate Tertiary qualification in the Health Science (MBChB). Current registration with HPCSA as Medical Specialist in Emergency Medicine. Proof of current registration with HPCSA (2020 Receipt) A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in Emergency Medicine after registration with the HPCSA as a Medical Specialist in Emergency Medicine. Proof of current and previous work experience endorsed by HR Certificate of Service.

DUTIES

Participate in the co-ordination of services for the discipline within the referring sites to ensure equitable distribution of all resources to achieve optimal emergency patient care within defined levels if institutional responsibility. Participate in the development of regional services in the entire Region 3, and provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provisioning of strategic direction, and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including, Medical Officer’s, Community Service
Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with department policies, that will have a positive impact on staff, ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance, to comply with set quality standards. Manage the performance of subordinate’s staff, and supervise allocated human resources. Ensure that the work environment complies with health and safety Act and that staff adhere to the safety precautions. Ensure that staffing is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Knowledge required: Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Managerial and computer skills.

ENQURIES:
Dr H.A Hlela
Tel No: (034) 328 8007

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

FOR ATTENTION:
The Recruitment Officer
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE: 25 September 2020
POST 21/473: MEDICAL SPECIALIST REF NO: MEDSPECIALONCO/1/2020
Department: Radiation Oncology

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

REQUIREMENTS:
MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPC of SA and Current Registration Card with HPCSA. Experience: Grade 1: Experience: Not applicable. 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 Health
The document contains a job advertisement for professional roles within a medical setting, specifically for the Professional Council of South Africa as a Specialist in Radiation Oncology. It outlines the qualifications, duties, and procedures for application. The advertisement includes detailed descriptions of the required experience levels for different grades (Grade 2 and Grade 3) and the specific responsibilities of each role, which involve the provision of holistic care, maintaining medical records, participating in quality improvement programs, and engaging in community-oriented outreach. The application process requires the submission of an Application for Employment Form (Z83) and certified copies of relevant documents. The advertisement also specifies the closing date for applications and notes the inclusion of an Inhospitable Area Allowance and Commuted Overtime.
Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. **Grade3-** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

**DUTIES**
- Participate in the delivery of a 24 hour in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Edendale or Grey’s hospital. Undertake teaching of undergraduate medical students, postgraduate general surgery trainees and allied health care personnel. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to general surgery patients. Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts, assessing performance of general surgery staff, allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district. Exercise cost control over the activities of the department in line with the allocated budget. Participate in all academic and clinical meetings of the general surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department. Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management. Ability to supervise and teach junior staff. Good communication, interpersonal and management skills. Sound professional and ethical values and a concern for excellence. Information management and quality assurance. Knowledge of current Health and Public Servants legislation, regulation and policy. Leadership and decision making abilities as well as problem solving and conflict management.

**ENQUIRIES**
Dr. R. Ranjan Tel No: (033) 395-4165

**APPLICATIONS**
All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaier, 3216.

**FOR ATTENTION**
Mr. T.C. Manyoni

**NOTE**
Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

**CLOSING DATE**
18 September 2020

**POST 21/475**
MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 35/2020 Internal Medicine

**SALARY**
Grade 1: R1 106 040 per annum All inclusive salary packages
Grade 2: 1 264 623 per annum All inclusive salary packages
Grade 3: R1 489 665 per annum All inclusive salary packages
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**
Ngwelezana Tertiary Hospital

**REQUIREMENTS**
Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Tertiary qualification in the Health Science (MBChB); Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after
registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department.

**Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

**DUTIES**: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Internal Medicine. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES**: Dr R.S Moeketsi Tel No: (035) 901 7260/7273

**APPLICATIONS**: Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880

**FOR ATTENTION**: Mr M.P Zungu

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

**CLOSING DATE**: 18 September 2020 (Late applications will not be accepted)

**POST 21/476**: MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 36/2020 Urology

**SALARY**: Grade 1: R1 106 040 per annum All inclusive salary packages  
Grade 2: 1 264 623 per annum All inclusive salary packages  
Grade 3: R1 489 665,per annum All inclusive salary packages  
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Urology. Tertiary qualification
in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Urology. **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

**DUTIES**: Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Urology. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital.

Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified.

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

18 September 2020 (Late applications will not be accepted)

**POST 21/477**

**MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 37/2020**

**SALARY**

Grade 1: R1 106 040 per annum All inclusive salary packages
Grade 2: R1 264 623 per annum All inclusive salary packages
Grade 3: R1 489 665 per annum All inclusive salary packages
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

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CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS:
- Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

DUTIES:
- Provide specialist care to patients requiring services within your specific domain
- Provide specialist care in the outpatient clinics and inpatient wards.
- Provide after-hours coverage in Internal Medicine.
- Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities.
- Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care.
- Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital.
- Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital.
- Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4.
- Assist with the setting of protocols for management of patients, equipment and other relevant procedures.
- Ensure equipment is maintained and functional at all times.
- Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources.
- Attend to meetings and workshops as directed.
- Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram.
- Maintain clinical, professional and ethical standards.

ENQUIRIES:
Dr M. Ntsele Tel No: (082) 8254 136

APPLICATIONS:
Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880.

FOR ATTENTION:
Mr M.P Zungu

NOTE:
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 18 September 2020 (Late applications will not be accepted)

POST 21/478:
MEDICAL SPECIALIST (GENERAL SURGERY) GRADE 1 REF NO: NGWE 38/2020
General Surgery

SALARY:
Grade 1: R1 106 040 per annum All inclusive salary packages
Grade 2: R1 264 623 per annum All inclusive salary packages
Grade 3: R1 467651 per annum. All inclusive salary packages. This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules. Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE:** Ngwelezana Tertiary Hospital

**REQUIREMENTS:**
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery.
- Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Registration with the HPCSA as a Medical Specialist in General Surgery. A minimum of 3 years’ appropriate experience as a Medical Specialist in General Surgery after registration with the HPCSA as Medical Specialist in General Surgery. Proof of working experience endorsed by Human Resource Department. Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and Procedure, Medical Ethics, epidemiology and statistics, Conflict management skills, innovation, drive and stress tolerance, Middle management Skills, Concern for excellence.

**DUTIES:**
- Primary responsibility: Oversight and development of the Burns unit. Co-oversight of the Trauma unit with a Trauma Surgeon. Participation in acute surgery and elective surgery as per the needs of the department. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery interiliac. Undertake regular wards rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds. Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/ regional level hospital. Manage/ supervise allocated human resources. Ensure equipment is maintained. Undertake administration of the Surgery unit and input into the unit’s administration at Ngwelezana Hospital. Undertake undergraduate and post graduate training and support relevant clinical research and clinical trials in General Surgery at Ngwelezana Hospital. Assist with the setting of protocols for management for General Surgery. Assist with the development of clinical audit programmes at Ngwelezana Hospital and in the hospitals in Region 4. Develop measure to ensure quality assurance for the General Surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional ethical standards. Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expect advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospital that refers patients to Ngwelezana.

**ENQUIRIES**
- Dr G. Oosthuizen Tel No: (076) 487 5998

**APPLICATIONS**
- Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880.

**FOR ATTENTION**
- Mr M.P Zungu

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

CLOSING DATE : 18 September 2020 (Late applications will not be accepted)

POST 21/479 : ASSISTANT MANAGER: PHARMACEUTICAL SERVICES: PHARMACY
REF NO: NGWE 39/2020

SALARY : R897 936 per annum12% Rural Allowance, 13th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Bachelor’s Degree in Pharmacy. Current registration with the SAPC as a Pharmacist (Proof of payment of the 2020 Annual Fee payable to the South African Pharmacy Council must be attached). A minimum of 5 years relevant experience after registration with the SAPC as a pharmacist. (Proof must be attached). A valid Driver’s License (Code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Report writing abilities, Knowledge of the District Health System, Ability to make independent decisions, Ability to work under pressure and meet deadlines, Understanding of the challenges facing the public health sector, Sound understanding of relevant Legislations, Acts, Policies, Procedures and delegations pertaining to Pharmacy including Essential Drug Lists (EDL) and Standard Treatment Guidelines (STG’s), District Health Systems and National CORE Standards. Computer literacy with a proficiency in MS Office Software applications, Knowledge of Financial Management and Human Resource Management. Extensive knowledge of all the relevant regulations, acts, policies and legislation that govern KZN Department of Health, Effective planning, organizational, managerial and interpersonal skills.

DUTIES : Ensure medicine availability as well as the correct storage, control and distribution of medicines within the facility and supporting clinics. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure, interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee. Ensure compliance to financial and supply chain management regulations. Management of the human resources including staff development, managing labour relations as well as administering disciplinary processes. Provide high quality pharmaceutical services that are compliant with current legislation. Provide accurate, efficient and cost effective pharmaceutical services in line with National, Provincial and District strategies and priorities. Ensure proper drug supply management at all levels of care. Develop, revise and implement policies and procedures in line with current statutory regulations and policy guidelines. Collate and analyze statistics and compile reports for Pharmacy management. Perform pharmacy related audits and implement quality improvement programmes. Perform standby duty and overtime. Deputize in the absence of the Pharmacy manager. Supervise and provide training to Pharmacist interns and Pharmacist assistants.

ENQUIRIES : MR D.S Govender Tel No.: 035 901 7278

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

FOR ATTENTION : Mr M.P Zungu

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies.
Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in the application being disqualified.

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**: 18 September 2020 (Late applications will not be accepted)

**POST 21/480**: ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: PSH 27/20 (X2 POSTS)

**SALARY**: R897 936 per annum (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 17% of basic salary – Rural Allowance.

**CENTRE**: Port Shepstone Hospital

**REQUIREMENTS**: Matric. Appropriate qualification that allows registration with the South African Pharmacy Council as a Pharmacist. Minimum of seven (7) years post registration experience as a Pharmacist after community service. Valid unendorsed driver’s license. Current proof of registration with the SAPC as a Pharmacist and proof of annual payment. Attach proof of working / certificate of service experience endorsed by Human Resource Department/ Employer. N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and Certificate of Service must be attached to determine experience). Minimum of ONE (1) year supervisory experience in the Pharmacy environment. Knowledge to Rx Solutions Stock Management Program Knowledge, Skills and Competencies: Knowledge of Public Sector Pharmacy, as well as relevant acts, regulations, the District Health System, EDL, Good Pharmacy Practice, Policies and Procedures, the National Drug Policy, National Health Insurance, Medicine Act and Medical Scheme Amendment Bill, ARV program and CCMDD program. Knowledge of and experience in the management of Outpatient, Inpatient, Stores, Pre-packing, Manufacturing and Referral Clinics and CCMDD. Sound communication, interpersonal, problem solving, management, leadership and organizational skills. Knowledge of the Principles, Functions and Operations of PTC and Anti-Microbial Stewardship. Sound knowledge of Good Manufacturing Practice, Budget control as per PFMA Act, Procurement Processes and Referral system. Knowledge of Human Resources, Staff Training and Development and Financial Management, Ability to work independently, under pressure and co-ordinate productivity in section. Computer literacy- MS Word, MS Excel, MS PowerPoint and MS Outlook

**DUTIES**: Provide a Comprehensive PHC Pharmaceutical services to; 9 PHC clinics, 1 Gateway Clinic, 7 PHC Mobiles and 2 HTA mobiles. Ensure Effective & Efficient Pharmaceutical Budget & Expenditure Control at Pharmacy Stores and PHC referral clinics as per the PFMA Act: Medicine procurement, storage & distribution; Medicine availability and rationalization of stock; expenditure within budget, avoid over-expenditure, irregular and wasteful expenditure; perform ward & clinics costing and waste management. Monitoring the implementation of the Pharmacy Programs in the hospital and sub-district. Monitoring and supervising the implementation of the CCMDD program, Ideal Hospital & Outreach. Supervise and carry out departmental duties in OPD, Inpatients; Manufacturing and Pre-packing; Stores department and PHC Clinics department. Assist the Pharmacy Manager with financial and assets management, budgetary control, drug supply management and Human Resource management (training, tutoring orientation, discipline, performance management, monitoring and evaluation) in line with the relevant legislation. Conduct Pharmaceutical Audits and carry out Quality Improvement Projects, both at Hospital and PHCs. Compilation of stats and submission of reports, maintaining accurate prescription records and statistics. Review and
implementation of departmental SOPs. Active participation in PSRH Pharmacy related committees, i.e. PTC, AMS, Cash Flow, IPC. Promote effective security measures in the department. Engage in effective communication and provide medicine information, counseling and education to healthcare professionals and patients in line with the appropriate legislation. Perform standby duties and overtime over weekends, after hours and public holidays. Be willing to work additional hours if necessary. Ensure an effective running of Pharmaceutical Service at all times, including periods of disasters or pandemic such as covid-19. Advocate and ensure promotion of Pharmaceutical Ethics and Professionalism. To manage the pharmacy in the absence of the Pharmacy Manager.

ENQUIRIES: Mrs Mamo Mokheseng Tel No: (039) 6886000 ext. 6158
APPLICATIONS: Mr. ZM Zulu, Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

NOTE: Application form (Z83) fully completed and signed, detailed CV with certified copies of I.D, Pharmacy qualification, SAPC Registration as a Pharmacist, proof of payment of SAPC annual fees or relevant Certificate, no copies of certified copies will be accepted and must be not more than 6 months certified. Failure to adhere to the instructions of the advert may disqualify applicants. Male Candidates Are Encouraged to Apply NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

CLOSING DATE: 25 September 2020 at 16h00

POST 21/481 : DEPUTY NURSING MANAGER REF NO: DNM/NUR/2020

QUALIFICATIONS:

CENTRES: Addington Hospital: Kwazulu Natal

REQUIREMENTS:

Identity document. Degree/Diploma in General Nursing and Midwifery. Registration certificate with SANC as a Professional Nurse & Midwife. Degree/Diploma in Nursing Management. Nursing Management Registration certificate with SANC. Current annual registration as a Professional Nurse with SANC 2020. Certificates of service proving a minimum of nine (9) years' experience as a Professional Nurse Plus at least four (4) years of the nine (9) years must be at Management Level and endorsed by Human Resource Department. Certificates of service from past employment is also required. Updated Curriculum Vitae must also be attached stating relevant experience and indicating mobile number and email address. And In-Service applicants are required to produce SAQA verification of qualification's which is obtainable from the Human Resource Department (if applicable). Valid Code EB (8) driver’s license. Recommendations: - Computer Literacy. Four (4) years or more recognisable experience at Management level. Experience of working at a large multidisciplinary facility will be an added advantage. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in general nursing and midwifery. At least 4 years of the period referred to above must be appropriate/recognisable experience at Management level. Knowledge, Skills and Competencies Required: - Working knowledge of Public Services Policies, legislation and Regulations. Knowledge of nursing care policies and procedures, statutory regulations and guidelines – including Nursing Act, OHS Act. Mentorship, Supervisory skills. Good verbal and written communications skills. Knowledge of Legislation including Labour Relations-disciplinary and grievance procedures. Broad knowledge of Nursing Management. Knowledge of financial planning and management practices. Decision making and problem solving.

DUTIES: Provide strategic leadership and direction within the Nursing component. Facilitate implementation of policies, programs, practices, procedures and standards pertaining to Nursing care. Plan, manage, co-ordinate, monitor and
evaluate quality patient care through management and control of nursing care programs. Ensure compliance with National Core Standards. Co-ordinate, facilitate and implement quality improvement initiatives. Ensure control of recruitment, selection and retention of nursing staff. Facilitate training and development for Nursing staff. Ensure proper management of disciplinary matters, grievances and Labour issues. Establish, maintain and participate in multidisciplinary teams to provide efficient and effective health care. Manage and utilize human and material resources cost effectively in accordance with relevant directives and legislation. Information management including utilization of statistics in change management. Exercise duties and functions proficiently in support of aims and strategic objectives of the hospital and the Department of Health. Advise hospital management team on Nursing Practice standards. Collaborate with and support senior management, district management and other Institutions.

ENQUIRIES : Dr M Ndlangisa: Tel No: (031) 327 2970
APPLICATIONS : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

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 (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereon on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity for The Post Is: African Male Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

CLOSING DATE : 18 September 2020
POST 21/482 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 41/2020
Urology

SALARY : Grade 1: R821 205 per annum All inclusive salary packages
Grade 2: R938 964 per annum All inclusive salary packages
Grade 3: R1 089 693 per annum All inclusive salary packages
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

DUTIES : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology
ENQUIRIES : Dr C.A Zietsman Tel No: (083) 653 0115
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana
FOR ATTENTION : Mr M.P Zungu
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 18 September 2020 (Late applications will not be accepted)

POST 21/483 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 39/2020 Oncology

SALARY : Grade 1: R821 205 per annum All inclusive salary packages
Grade 2: R938 964 per annum All inclusive salary packages
Grade 3: R1 089 693 per annum All inclusive salary packages
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

DUTIES : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.

ENQUIRIES : Dr S.R Cacala Tel No: (079) 848 9906, email: shas.cacala@kznhealth.gov.za
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana
FOR ATTENTION : Mr M.P Zungu
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document,
educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**: 18 September 2020 (Late applications will not be accepted)

**POST 21/484**: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 40/2020
Family Medicine

**SALARY**:
Grade 1: R821 205 per annum All inclusive salary packages  
Grade 2: R938 964 per annum All inclusive salary packages  
Grade 3: R1 089 693 per annum All inclusive salary packages  
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**:
Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner.  
**Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence Extensive medical, surgical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solver. Excellent human, communication and leadership skills.

**DUTIES**:
Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff including medical interns and health associated professionals. Actively participate in morbidity and mortality reviews. Attend, participate and make presentations in continuous medical education. Participate in quality improvement programmes. Ensure that cost-effective service delivery is maintained within the department. Attend to administrative matters as required. Visit clinics and other PHC facilities referring to Ngwelezana Hospital, Perform commuted overtime

**ENQUIRIES**:
DR O.C Harbor Tel No: (082) 781 2879

**APPLICATIONS**:
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana

**FOR ATTENTION**:
Mr M.P Zungu

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

CLOSING DATE : 18 September 2020 (Late applications will not be accepted)

POST 21/485 : MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 39/20
Component – Neurology- Department of Internal Medicine

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

CENTRE : Greys Hospital

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

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

ENQUIRIES : Dr B. Dhada Tel No: (033) 897 3264
APPLICATIONS: To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mr K. Goba
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 39/20. 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).

CLOSING DATE: 18th September 2020
POST 21/486: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: GS 38/20 Internal Medicine

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

CENTRE: Greys Hospital, Pietermaritzburg
REQUIREMENTS: Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.

Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.

Grade 3: Experience: 10 years’ experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date.
Recommendation: ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES: Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health Facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including
in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and Operational protocol development; Quality improvement – assists and participates in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity Analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to Meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

ENQUIRIES : Rasmussen Tel No: (033) – 897 3289
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mr K. Goba
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 38/20. 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 : 18 September 2020.

POST 21/487 : MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 40/20
Component – Anaesthesia and Critical Care

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R 1 089 693 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department.

CENTRE : Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS : Incumbents will have to sign the commuted overtime contract form. Rural Allowance is payable for periods of time working at Edendale Hospital only. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthetics. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.DA will be an advantage Applicants who only complete Community Service time in September 2020 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a
recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA Required Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA Required Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

**Mbchb Degree Or Equivalent Qualification Plus Current Registration With The Health Professional Council Of South Africa As A Medical Practitioner**

NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted.

Recommendations A Diploma in Anaesthesia (DA) is required for those candidates being appointed at Grade 2 and 3 level. Possession of the Fellowship of Anaesthesia Part 1 and or Part 2 examinations will be an advantage. Work experience in a major hospital and/or in a registrar program will be an advantage. ATLS, APLS, and ACLS will be an advantage.

**DUTIES:**
- Clinical responsibility including examine, investigate diagnose and oversee treatment of patients
- The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg
- To perform appropriate preoperative examination and optimisation of patients for planned surgery
- To provide safe and appropriate anaesthesia during surgery
- To participate in post-operative care of patients
- Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package
- The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg
- Assist with human resource development for medical staff
- Conduct Orientation and Induction Programme for new Medical staff
- Provide guidance and advice to junior medical staff (interns/CSOs)
- Assist with the development of training programmes
- Participate in relevant training programmes
- Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care
- Undertake continuing medical education and professional development and study professional literature e.g. Medical journals
- To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures.
- To participate in audit and quality control programs to improve the standard of patient care.
- To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations
- To participate in Outreach services in the drainage area of Edendale hospital as appropriate to their grade of qualification and experience
- To maintain a logbook of clinical duties.

**ENQUIRIES:** Dr Z Farina/ Dr C Rajah Tel No: (033) 897 3414

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

**FOR ATTENTION NOTE:** Mr KB Goba

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 40/20. 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 : 18 September 2020
POST 21/488 : PHARMACIST GRADE 1, 2 OR 3 REF NO: MOS/PHARM/10/2020 (X1 POST)

SALARY : Grade 1: R693 372 – R735 918 per annum
Grade 2: R751 026 – R797 109 per annum
Grade 3: R821 205 - R871 590 per annum
The above package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Other Benefits ISRDS Node Allowance/Rural allowance (17% of basic salary)

CENTRE : Mosvold District Hospital

REQUIREMENTS : Senior certificate /Grade 12 or equivalent, Degree/Diploma in Pharmacy or Basic qualification accredited with the South African Pharmacy Council that allows registration with the SAPC as a Pharmacist, plus Registration with South African Pharmacy Council (SAPC) as a Pharmacist, plus Current registration with SAPC as a Pharmacist (license to practice for 2020/2021 proof to be attached) Pharmacist Grade 01 One 01 year relevant experience after registration as a pharmacist 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. Pharmacist Grade 02 Minimum of 05 years’ experience after registration with the SAPC as a Pharmacist post- Community Service. Foreign candidates require 06 years relevant experience after registration with recognized foreign health professional council, of whom it is not required to perform community service. Pharmacist Grade 03 Minimum of 13 years’ experience after registration with the HPCSA as a Pharmacist post- Community Service. Foreign candidates require 14 years relevant experience after registration with recognized foreign health professional council, of whom it is not required to perform community service. Recommendation Valid driver’s license Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills, Training And Competencies Required Knowledge of relevant legislation, Acts, Policies and Regulations administered by the KZN Department of Health Appropriate clinical and theoretical skills Sound knowledge of legislation relating to pharmaceutical practice in South Africa Good communication, leadership, decision making, team building and motivation skills. Effective planning, organizational, managerial and interpersonal skills Knowledge of the principles, functions and operations of the Pharmacy and Therapeutics committee Knowledge of current programs/ systems used in management of medicine supply .Computer literacy.

DUTIES : Provision of pharmaceutical care to patients (evaluation, interpretation and Dispensing of prescriptions) in line with pharmacy legislation Management of the Medicine Supply (including Expiries, procurement, storage, supply and distribution) Ensure budgetary compliance and expenditure control Provide professional advice including research and drug information Training and development of pharmacy personnel on latest updates relating to daily operations and as required for monitoring and evaluation. Assist with managerial functions as required. Supervise day to day activities in allocated department. To conduct service assessments and implement quality improvement programs Work as part of a multidisciplinary team, and Provide Pharmaceutical Services support to Primary healthcare facilities within the district and actively participate in PHC supervision. Support the Central Chronic Medicine Dispensing and Distribution (CCMDD) programme for the Hospital and PHC facilities.
ENQUIRIES: DR HJ Hamilton/ Ms B Zwane Tel No: (035) 591 0122 EXT 107/135
APPLICATIONS: to be forwarded to: The Assistant Director: HRM Mosvold District Hospital; Private Bag X 2211; Ingwavuma; 3968.
FOR ATTENTION: Mr VM Phewa
CLOSING DATE: 18 September 2020
POST 21/489: SESSIONAL MEDICAL SPECIALIST REF NO: EPH 02/2020 (X1 POST)
No. Of Sessions: 20 Hours

SALARY:
- Grade 1: R659 680 per annum
- Grade 2: R753 920 per annum
- Grade 3: R875 440 per annum

CENTRE: Ekuhlengeni Psychiatric Hospital

REQUIREMENTS:
- **Grade 1**: Senior Certificate or equivalent qualification, appropriate qualification in the health science – MBCHB Degree plus current and initial registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (1) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service as required in South Africa.
- **Grade 2**: Senior Certificate or equivalent qualification, appropriate qualification in the health science – MBCHB plus 5 years experience current registration with the HPCSA as Medical Specialist in the Psychiatric Specialty Foreign candidates require (6) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service). Foreign candidates require (6) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service).
- **Grade 3**: Senior Certificate or equivalent qualification, appropriate qualification in the health science – MBCHB plus 10 years’ experience current registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (11) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service). Foreign candidates require (11) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service) Community Service experience is excluded. Registration with HPCSA as a Medical Specialist (attach proof) Certificate of service must be attached. Current registration with council must be attached. Matric certificate must be attached. Excludes a Public Service commuted overtime which may be payable subject to relevant approval Non-South African Applicants – Valid Work Permit in Conformance with HR Circulars 49/2008 obtainable from Government Department. Knowledge, Skill, Training & Competencies Required: Grade 1, 2 Or 3 Knowledge of current health and services regulation, registration and policy including Medical ethics, epidemiology and statistics Good communication and leadership skills Decision making and clinical competency skills and knowledge essential Sound knowledge of procedures and protocols in psychiatric set up Sound knowledge of psychological, emotional and behavioral disorder Participate in on call roster Possess sound knowledge of Human resource Management Information management and quality assurance programs Have the ability to evaluate technologies and decide on the cost effective implementation thereof Ability and experience in teaching, research and administration.

DUTIES:
- Render Psychiatric services in the hospital Ensure adherence to Professional Medical Standards Supervise and provide training to other Medical Officers, Interns and Nurses Coordinate Multi-disciplinary team Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these Develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care Coordinate ad support the mental outreach programme Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

ENQUIRIES: Ms. N.S. Padayachee Tel No: (031) – 9054 777/6/5
APPLICATIONS: All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

FOR ATTENTION: Ms. GP. Cele

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NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. 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. First Preference Will Be Given African Female.

CLOSING DATE: 18 September 2020

POST 21/490: ASSISTANT MANAGER NURSING (OBSTETRICS, GYNAE & PAEDIATRIC) REF NO: MS/15/2020 (X1 POST)

RE-ADVERT

SALARY: R614 991 per annum Plus 13th cheque, Medical Aid (Optional) Home Owner Allowance (Employee Must meet prescribed requirements) Plus 12% Rural Allowance.

CENTRE: Mseleni Hospital

REQUIREMENTS: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic Nursing qualification with at least one (1) year accredited with SANC in one of the specialty referred above. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining one (1) year post basic qualification in the relevant specialty. At least three (3) years of the period referred above must be appropriate/recognizable experience at management level. Proof of current registration with SANC as a Professional Nurse (2020). NB: Certificate of service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competences: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work efficiency and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleague’s to ensure proper nursing service in the unit. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery.

DUTIES: Implement and co-ordinate Maternal and Child Care services. Implement standard practices criteria and indicators for quality Maternal and Child care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi-disciplinary team. Maintain a plan to improve the quality of Maternal and Child Care. Monitor Employee Performance Management and Development System (EPMDS). Supervise the provision of nursing care services by staff nurses and enrolled nursing assistants in maternity. Ensure the observation of in-patients on a 24 hour basis and that appropriate intervention processes are initiated timely. Ensure effective implementation of the ANC/PNC Policy. Ensure effective utilization of all resources in the department.
ENQUIRIES: Mrs. TR Sibisi Tel No: (035) 574 1004
APPLICATIONS: Should be forwarded to The Assistant Director: HRM Mseleni Hospital P.O Sibhayi, 967.
NOTE: The following documents must be submitted:-Application for Employment Form (Z.83), which is obtained from any Government Department OR from website – www.kznhealth.gov.za Certified copy of matric certificate (grade 12) and other qualifications – not copies of certified copies. Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/12/2019 NB: Failure to comply with above instruction will disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

CLOSING DATE: 18 September 2020
POST 21/491 : ASSISTANT MANAGER NURSING (SURGICAL) REF NO: NGWE 42/2020
SALARY: R614 991 – R633 432 per annum 8% Rural Allowance, 13th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
CENTRE: Ngwelezana Tertiary Hospital
REQUIREMENTS: Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Attach proof of working experience endorsed by Human Resource Department/ Employer. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety act, Labour relations Act. Public service regulations. Patients’ Rights Charter, Batho Pele principles, etc. Strong interpersonal, communication (verbal and written) and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of Nursing Management Conflict management, Mentorship, supervisory and change management skills
DUTIES: Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care in surgical wards. Develop/establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork) Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within in the hospital. Monitor and implement EPMDS. Monitor and implement National Standards, and ideal hospital initiative. Improve quality of care through reduction of patient complaints, public complaints. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified.
ENQUIRIES: Ms R.M Sithole Tel No: (035) 901 7258
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana FOR ATTENTION: Mr M.P Zungu
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website.
– www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 18 September 2020 (Late applications will not be accepted)

POST 21/492 : OPERATIONAL MANAGER: (SCHOOL HEALTH) REF NO: NONDA 01/2020 (X1 POST)

SALARY : R562 800. per annum Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Home owner’s allowance (employee must meet prescribed Requirements)

CENTRE REQUIREMENTS : Nondabuya Clinic (Jozini)

REQUIREMENTS : Matric / Grade 12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with SANC in General Nursing, Midwifery and Primary Health Care. Minimum of 5years appropriate /recognizable nursing experience after registration as General Nurse of which 5years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Kindly attach Certificate of service /proof of work experience endorsed by Hr. Recommendation: Valid Code EB Driver’s License (code 08) Knowledge, Skills, Training And Competencies Required: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practice and how these impacts on service delivery. Ability to provide mentoring, team building. Supervisory skills and coaching to her/his supervisees’ Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislation such as Nursing Acts ,Mental Act, OH&S Act, Batho Pele principles and patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policilc etc. Leadership, Organizational, decision making and decision and problem solving, conflict handling and counseling, Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

DUTIE : Ensure adequate control, Management and allocation of human and material resources. Conduct patient satisfaction survey and waiting times for clinics. Facilitate that the clinics has functional clinic committee and ensure community participation. Plan and monitor utilization of budget to ensure that clinic has functions within the allocated budget. Supervise and Monitor staff performance according to EPMDS. Conduct patient satisfaction survey and waiting times for the clinics. Deal with Disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate the realization and maintance of Ideal Clinical Programme and Core standard in the Facility. Coordinate and manage the provision of the services to manage COVID19 Pandemic. Support PHC re-engineering by ensuring that community based outreach services are provided in the facility catchment communities. Monitor implementation of PHC Re-engineering. Monitoring implementation and performance of indicators on daily, weekly and monthly basis. Monitor implementation facility operational plan. Provide feedback to Management. Draw up Quality Improvement Plan and Implementation. Participate actively in Operation Sukuma Sakhe initiatives. Ensure appointment and functionality of Clinic Committee.

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. Employment Equity Target: African Male.

CLOSING DATE

18 September 2020

POST 21/493

OPERATIONAL MANAGER NURSING (NIGHT DUTY SERVICES) REF NO: DANCHC 12/2020 (X1 POST)

SALARY

Grade 1: R562 800 – R633 432 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met and 8% Inhospitalable Allowance.

CENTRE

Dannhauser CHC

REQUIREMENTS

Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate / recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required For The Post Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient’s Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, 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. Team building and cross cultural awareness. Good report writing and facilitation 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 programmes.

DUTIES

Facilitate provision of comprehensive package of service at the PHC level including priority programmes and Quality Improvement Programmes. Develop clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Ensure proper control and effective utilisation of all resources including HR, financial, vehicles and exercise care over government property at night. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night. Ensure Batho Pele Principles, national Core Standards and Ideal Clinic priorities are implemented. Provide safe therapeutic environment that allows for practice of safe nursing care as laid down by

ENQUIRIES: Mrs M Ntseki Tel No: (034) 621 6119
APPLICATIONS: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

FOR ATTENTION: Mrs DBP Buthelezi
NOTE: Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. NB: Preference Will Be Given To African Male

CLOSING DATE: 18 September 2020
POST 21/494: OPERATIONAL MANAGER NURSING (SPECIALTY) (FORENSIC PSYCHIATRIC WARD) REF NO: FNH 02/2020 (X1 POST)
SALARY: R562 800 - R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance, etc (employee must meet the prescribed requirements)
CENTRE: Fort Napier Hospital
REQUIREMENTS: Senior Certificate (Grade 12) Standard 10 or equivalent (Vocational National Certificate) Degree/Diploma in General Nursing plus Post Basic qualification in Psychiatry (Advanced Psychiatry) with duration of at least one year and accredited with SANC in terms of Government Notice No R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). S.A.N.C Certificate of Registration Proof of current S.A.N.C registration (2020) Proof of experience endorsed by your HR (Certificate of Service) Recommendations Appropriate/recognizable supervisory experience at a Unit level. (Attach proof from Supervisor) Knowledge, Skills, Training & Competences Required Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures; Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

DUTIES: Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, cooperatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards,
practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS. Participate in health promotion & illness prevention initiatives within the institution.

**ENQUIRIES**
Mrs. TN Ngcobo Tel No: (033) 260 4314

**APPLICATIONS**
Must Be Fowarded To: The Human Resource Department Fort Napier Hospital PO Box 370 Pietermaritzburg 3200 OR Hand delivered to: 01 Devonshire Road Napierville Pietermaritzburg 3201

**FOR ATTENTION**
Mrs V Naidoo

**NOTE**
Equity Target: African Male

**CLOSING DATE**
18 September 2020

**POST 21/495**
OPERATIONAL MANAGER NURSING – MVUTSHINI CLINIC REF NO: CBH12/2020 [X1 POST]

**SALARY**
R562 800 – R633 432 per annum. Other Benefits: Medical Aid: optional/ Housing Allowance: criteria to be met / 13th Cheque 8% Rural Allowance.

**CENTRE**
Catherine Booth Hospital

**REQUIREMENTS**
Standard 10 or Grade 12. Degree/Diploma in General Nursing and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year Post Basic Qualification in Primary Health Care. Current SANC receipt. Proof of current and previous experience endorsed and stamped by the employer/s must be attached. Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele etc. Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. leadership, organizational, decision making and problem solving, conflict handling and counselling Co-ordination and planning skills. Ability to assist in formulation of patient care related policies. Computer skills.

**DUTIES**
Leadership, development of capacity and supervision of PHC and engage all stakeholders. HR management. Ensure National PHC Package is implemented and monitored in all areas. Facilitate, ensure and monitor service integration and stakeholder, DOH partners and other Government Departments involvement. Monitor implementation of all programs and ensure that targets are met. Ensure effective and efficient utilization of resources. Advocate for resources at managerial level and input into the budget for PHC in the service area.

**ENQUIRIES**
Mrs PZ Mbonambi Tel No: (035) 474 8402

**APPLICATIONS**
All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801.

**NOTE**
The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website: www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s). Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s). Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Preference will be given to African Male.

**CLOSING DATE**
18 September 2020

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CLINICAL PROGRAMME CO-ORDINATOR: INFECTION PREVENTION AND CONTROL (IPC) REF NO: ILE 06/2020 (X1 POST)
Component: ILE; DIV: HSD MON&VAL

SALARY: R444 276 per annum Benefits 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE: Ilembe Health District Office

REQUIREMENTS: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/Accoucheur, Current registration with SANC as General Nurse and midwifery/Accoucheur, a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse. Valid Driver’s License [code 08]. Proof of Computer Literacy: Ms Office, word, Excel, outlook& PowerPoint NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Appropriate operational experience in an Infection Prevention & Control environment. Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems, knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy.

DUTIES: Conduct facilitative support supervision visits to ensure that Infection Prevention and Control policies and procedures are adequately and thoroughly implemented to ensure compliance to National Core Standards using available tools (at all hospitals, CHCs, clinics, Forensic Pathology Services and EMRS bases). Collate and assist in audits using KZN IPC tool, NCS, hand hygiene and Mortuary Audit tool and compile and present reports of the above. Participate and facilitate peer review (intra/inter district) visits to promote IPC and Quality Assurance activities, Train and develop employees in IPC practices to develop the necessary insights to sustain a climate sensitive to Infection Control needs. Facilitate the availability of IPC policy and assist with implementation and support to facilities within the district. Conduct announced/unannounced visits at facilities to look at IPC practices. Monitor IPC indicators in district report and report thereon to assist in the improvement of service delivery. Compile and present report of IPC performance. Support the establishment and training of IPC Committees at health institutions and at district. Conduct District IPC meetings quarterly. Support and encourage antimicrobial stewardship activities. Coordinate and facilitate planning for IPC program in the district. Develop IPC plan for the financial year. Input into the procurement plan, district health and other relevant district plans. Coordinate and participate in all COVID-19 activities to management and control the spread of the pandemic in the district.

ENQUIRIES: Ms. Ms. Sahadeo Deputy District Director: Planning M&E Tel No: (032) 4373524.

APPLICATIONS: Please Forward Applications To: The District Director, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION: Human Resource Section

NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualifications (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual
Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the

CLOSING DATE: 18 September 2020

POST 21/497: OPERATIONAL MANAGER NURSING – NIGHT DUTY REF NO: EGUM 10/2020 (X1 POST)

SALARY
R444 276 – R500 031 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE: E G & Usher Memorial Hospital

REQUIREMENTS
Senior certificate or Grade 12. Diploma/Degree in General Nursing, Science and Midwifery. Registration with SANC as General Nurse and Midwife. Current registration with SANC (2020). Minimum experience of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. At least three (3) years must be appropriate/recognizable experience at the Supervisory level. Care. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility empathy and the ability to communicate constructively at all levels. Recommendation: Diploma / Degree in Nursing Service Management/Nursing Administration.

DUTIES:
Provide effective management and professional leadership ensuring that wards and units are organized. To provide quality patient care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient’s Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics.

ENQUIRIES: Mr. MJ Mbali – Tel. No: (039) 797 8100

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

FOR ATTENTION: Human Resource Department

NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 01/2020. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their
applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews

CLOSING DATE : 18 September 2020.at 16H00 afternoon

POST 21/498 : CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: EGUM 11/2020 (X1 POST)

SALARY : R444 276 – R500 031 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : E G & Usher Memorial Hospital


DUTIES : Ensure that the development, implementation and review of Infection Prevention Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identity health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. Attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/ liaise with organizations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/intersectional liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.

ENQUIRIES : Mrs. GL Ramaota – Tel. No: (039) - 797 8100

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

FOR ATTENTION : Human Resource Department

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83.
e.g. EGUM 01/2020 NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews

CLOSING DATE : 18 September 2020.
POST 21/499 : CLINICAL PROGRAMME COORDINATOR REF NO: UGU 27/2020
Component: MCWH

SALARY : R444 276 per annum
CENTRE : UGU health district office
REQUIREMENTS : Senior certificate/matric or Grade 12, B Degree/National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse, Minimum 7 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing, Current registration with SANC (2020 SANC receipt), Valid Code EB license (Code 08), Proof of computer literacy (Attach certificate), Proof of current and previous work experience endorsed and stamped by Human Resources, Good facilitation, human relations, negotiation and problem solving skills, Good verbal and written communication skills, Good monitoring and evaluation skills, Knowledge of District Health System, Knowledge of Public Service Legislative prescripts, Basic financial management skills, An understanding of the challenges facing the public health sector, Aptitude for research so as to acquire new knowledge swiftly, Computer literacy: MS software applications.

DUTIES : Initiate a District plan for MCWH Programme and advise programme developments in relation to level of care. Coordinate and facilitate MCWH Programme to improve maternal health, reduce child morbidity and mortality, improve ANC, improve women’s health and improve couple year protection. Manage and coordinate MCWH related training in the district. Monitor and control budget allocated to MCWH Programme. Translate national and provincial MCWH policies and targets into achievable plans at the district level. Health promotion and support of community based services.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mrs S. Mabaso Tel No: (039) – 688 3000 Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
Mrs T. Madlala
18 September 2020

POST 21/500 : OPERATIONAL MANAGER NURSING – OPD REF NO: CBH13/ 2020 (X1 POST)

SALARY : R444 276 - R500 031 per annum. Other Benefits: Medical Aid: optional/Housing Allowance: criteria to be met / 13th Cheque 8% Rural Allowance.
CENTRE : Catherine Booth Hospital
REQUIREMENTS : Standard 10 or Grade 12. Degree/Diploma in General Nursing and Midwifery. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current
SANC receipt. Proof of current and previous experience endorsed and stamped by the employer/s must be attached. Demonstrate good communication with multidisciplinary team, supervisors and patients. Ability to work as a team.

Knowledge of policies and protocols related to maternal and child, IPC, Occupational Health and Safety, Code of ethics for Nursing practitioners in S.A. Knowledge of Batho Pele Principles, Nurses Pledge and Patients Right, Knowledge of and understanding of Nursing act and all legal prescripts in Nursing.

**DUTIES**

Co-ordination of optimal, holistic nursing care provided within set standards.

Manage effectively the utilization of all resources. Manage units from planning, implementation, monitoring and evaluation of all services in the unit including maternal and child related programs. Work with multidisciplinary team to improve service delivery. Manage complaints and ensure the facilities are available for all clients and patients to use. Organize OPD considering triage, emergencies and clients with flu like symptoms. Ensure that the resuscitation equipment is available & in order and staff is skilled on resuscitation.

**ENQUIRIES**

Mrs. PZ Mbonambi Tel No: (035)474 8402

**APPLICATIONS**

All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801.

**NOTE**

The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s). Proof of registration. Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old). A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s). Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted NB: Preference will be given to African Male

**CLOSING DATE**

18 September 2020

**POST 21/501**

CLINICAL PROGRAMME CO-ORDINATOR GRADE 1(IPC) REF NO: CBH14/2020 [X1 POST]

**SALARY**

R444 276 - R500 031 per annum. Other Benefits: 13th Cheque, Plus 8% Rural Allowance, Medical Aid (Optional), Housing Allowance

**CENTRE**

Catherine Booth Hospital

**REQUIREMENTS**

Senior Certificate/ Grade 12 Degree/Diploma in Nursing. Current SANC receipt (2020). Registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in General Nursing. Proof of previous and current work experience endorsed and stamped by Human Resource Department. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service record) must be attached.

Knowledge of Infection Prevention & Control (IPC) policies and guidelines. Legal prescript, SANC regulation, Occupational Health and Safety Act (OHS(A) and other related acts. Leadership, organizational, decision making and problem solving. Skills. Good communication, interpersonal relations. Financial Management skills. Ability to work under pressure to meet the deadlines.

**DUTIES**

To provide support to hospital management team to meet the patient care needs. To execute to the best of his/her ability the duties that may be reasonably assigned by the management. To develop a written mission, objectives and quality improvement programs for IPC unit. To provide Infection Prevention & Control guidelines that protect employees from occupational risk and hazards and to ensure that environment is infection free. To coordinate the activities of IPC committee and ensure that it is functional and all members are knowledgeable. To ensure that written policies and procedures for activities of the IPC services are in line with current standards of practice, regulations and the objectives of the service. To implement and monitor the programs at feeder clinics and hospital. To provide training and updates on IPC matters to all staff, facilitate and monitor its implementation thereof. To monitor and evaluate IPC practices through audits. Submit to District Office all IPC related information & stats as and when required. Conduct Communicable Diseases surveillance in hospital and clinics. Ensure compliance to NCS and Ideal Hospital Realization
& Maintenance (IHRM) and ICRM. Participate in various multidisciplinary health team meetings.

ENQUIRIES: Miss C.M. Ntshele Tel No: (035) 474 8402

APPLICATIONS: All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801.

NOTE: The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website- www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

CLOSING DATE: 18 September 2020

POST 21/502: SONOGRAPHER GR1 REF NO. OTH CHC 14/2020 (X1 POST)

SALARY: Grade 1: R395 703 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 Ultrasound Radiology. 4 years appropriate experience after registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiography. Registration certificate with HPCSA as an Ultrasound Radiology and current registration with HPCSA (2020). NB: Kindly attach certificate of Service/ Proof of work experience endorsed by HR.Knowledge, Skills, Training and Competencies Required: Sound knowledge of ultrasound procedures, Knowledge of relevant Health & Safety policies regulations and acts. Knowledge of quality assurance procedures and methods. Sound communication, interpersonal, problem solving, teaching and training skills.

DUTIES: Provide high quality ultrasound services according to patient needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality improvement programmes and National core standards. Inspect and use equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that sonographic services comply with the required prescripts. Participate in Ultrasound quality assurance programmes. Participate in continued professional development (CPD) Programmes.

ENQUIRIES: Dr. Z.V Myeni (Clinical Manager): Tel No: (066) 383 0689

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. NB: Employment Equity Target: African Male Indly Kattach Certificate Of Service/ Proof Of Work Experience endorsed by HR Applications:

**CLOSING DATE** : 18 September 2020

**POST 21/503** : CLINICAL NURSE PRACTITIONER (HTA PHC STREAM) REF NO: KTR 01/2020 (01 POST)
Component: Kwadukuza Taxi Rank Clinic

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

**CENTRE** : Ilembe Health District Office

**REQUIREMENTS** :
- Grade 1 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery (Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. 
- Grade 2 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Coordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. Recommendations; Valid Code EB Driver’s license (Code8) NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES** :
- Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients’ reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES** :
Mrs. R Bhagwandin (Operational Manager Nursing: PHC Supervisor) Tel No: (032) 4373600
APPLICATIONS: Please forward applications for the attention of: Human Resource Department: The Acting District Director, Illembe Health District Office, Private Bag x10620, Kwadukuza 4450

NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019 NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE: 18 September 2020

POST 21/504: PROFESSIONAL NURSE- SPECIALTY REF NO: GS 43/20 (X1 POST) (Orthopaedics)
Component – Nursing

SALARY: Grade 1: R383 226 - R444 276 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement) Grade 2: R471 333 - R579 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: Minimum Requirements: Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing plus one (1) year post basic qualification in Orthopaedics Plus Current registration with SANC Minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients’ rights charter Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: At least 10 years of the period referred to above must be appropriate/recognizable experience in the Speciality after obtaining the one year post basic qualification in the relevant speciality.

DUTIES: Key Performance Areas: Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients’ rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

ENQUIRIES: Mrs. K T McKenzie Tel No: (033) 8973331
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 42/20. 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)).

CLOSING DATE: 18 September 2020

POST 21/505: PROFESSIONAL NURSE- SPECIALTY REF NO: GS 42/20 (X5 POSTS)
Advanced Midwifery & Neonatology
Component – Nursing

SALARY:
Grade 1: R383 226 - R444 276 per annum, Plus 13th cheque, medical aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R471 333 - R579 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
Minimum Requirements: Matric /Senior Certificate or equivalent qualification
Degree/Diploma in General Nursing and Midwifery one (1) year post basic qualification in Advanced Midwifery and Neonatology Current registration with SANC Minimum of 4 years appropriate/recognizable experience as General Nurse
Recommendation: Relevant experience in an Obstetrics ward/clinic will be an added advantage
Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter
Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the Specialty after obtaining the one year post basic qualification in the relevant specialty.

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

ENQUIRIES:
Mrs. K T McKenzie Tel No: (033) 8973331

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.
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 41/20 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).

**CLOSING DATE** : 18 September 2020

**POST 21/506** : PROFESSIONAL NURSE - SPECIALTY REF NO: GS 41/20 (X1 POST)
(Ophthalmology)
Component – Nursing

**SALARY**
Grade 1: R383 226 - R444 276 per annum, Plus 13th cheque, medical aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R471 333 - R579 696 per annum Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE**
Greys Hospital, Pietermaritzburg

**REQUIREMENTS**
Minimum Requirements: Matric /Senior Certificate or equivalent qualification
Degree/Diploma in General Nursing plus one (1) year post basic qualification in Ophthalmology nursing Plus Minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Knowledge, Skills, Training and Competency Required:
Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills
Ability to function within a team. Skills in organizing, planning and supervising.
Knowledge of Batho Pele principles and patient's rights charter
Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse.
Grade 2 Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the Speciality after obtaining the one year post basic qualification in the relevant Speciality.

**DUTIES**
Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.

**ENQUIRIES**
Mrs. K T McKenzie Tel No: (033) 8973331

**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 41/20 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).
CLOSING DATE : 18 September 2020

POST 21/507 : CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM:
REF NO: UMG01/20/20 (X1 POST)
Component: Songonzima Clinic

SALARY : Grade I: R383 226 - R444 276 per annum Plus 8% rural allowance
Grade 2: R471 333 - R579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions

CENTRE : Umgungundlovu Health District

REQUIREMENTS : Grade 1 grade 12 (National Senior Certificate),Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse

Grade 2 Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training And Competencies Required:-
Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills,

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs NM Ngubane Tel No: (033) 395 4330

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

FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African Males
CLOSING DATE : 25 September 2020

POST 21/508 : CLINICAL NURSE PRACTITIONER GR 1 OR 2 REF NO: JOZ CLI 04/2020 (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 REQUIREMENTS : Othobothini Community Health Centre (Jozini Clinic)

CENTRE REQUIREMENTS : Senior Certificate/STD 10/ Grade 12, 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.
- 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 (lCRM), 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

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, Employment Equity Target: African Male indy Kattach certificate of Service/Proof of work experience endorsed by HR Applications.

CLOSING DATE : 18 September 2020
POST 21/509

CLINICAL NURSE PRACTITIONER GRADE 1/2 – PHC REF NO: MOS GATW/11/2020 (X 2 POSTS)

SALARY

Grade 01: R383 226 – R444 276 per annum
Grade 02: R471 333 – R579 696 per annum
Other Benefits: Home Owner Allowance (conditions apply); 13th Cheque (conditions apply); Medical Aid (Optional) and once off annual uniform allowance; ISRDS/NDE Allowance; Rural allowance (12% of basic salary)

CENTRE

Mosvold District Hospital – Gateway Clinic

REQUIREMENTS

Grade 01
Degree/Diploma 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 1 year in 'Curative Skills in Primary Health Care' accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020 APC receipt)/license to practice. Grade 02 Degree/Diploma 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 1 year in 'Curative Skills in Primary Health Care' accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of current registration with SANC (2020 APC receipt)/license to practice. Recommendation(S); Midwifery qualification/registration certificate Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department.

Knowledge, Skills, Training and Competencies Required:
Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Coordination and planning skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES

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

ENQUIRIES

Ms GP Mngomezulu Tel No: (035) 591 0122 EXT 123/ MS G Mdluli Tel No: (035) 591 0003

APPLICATIONS

All applications to be forwarded to: The Assistant Director: HRM Mosvold District Hospital; Private Bag X 2211; Ingwavuma; 3968.

FOR ATTENTION

MR VM Phewa

CLOSING DATE

18 September 2020
POST 21/510 : PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) GRADE 1, 2 REF NO: ST 11/2020 (X1 POST)
Component: 029823
Re – advertisement

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

CENTRE : GJGM Hospital

REQUIREMENTS : A Diploma in General Nursing and Diploma in Midwifery plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) Grade 1 A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2 Requirements A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, Skills And Competencies Required : Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a Professional / legal framework. Provide holistic approach to patients’ care according to the nursing process. Delegate duties and support staff in the execution of patients care. Participate in the nursing audits to evaluate nursing care given to patients. Effective utilisation of Human and material resources. Assist with relief duties of the supervisor and act as a junior shift – leader on both day and night shift. To assist Unit Manager / charge Nurse with the overall management of the ward. To promote team approach to patient care for the effective functioning of the unit. To promote good interpersonal relationships with patients, their relatives and visitors. To be accountable for nursing care in the ward in the absence of the Charge Nurse. Provide a safe, therapeutic and hygienic environment for the patient, visitors and staff. Maintain accurate & complete patients’ records according to legal requirements. Participate in all hospital programs e.g. IPC, Quality Assurance etc. Participate in the implementation of clinical guidelines and protocols. Data management.

ENQUIRIES : Ms M. Stevens (Assistant Manager Nursing) Tel No: (032) 437 6072
APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJGM Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

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

NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM17/2021. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post NB:
Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE**: 18 September 2020

**POST 21/511**: CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 05/2020 (X1 POST)

**SALARY**:
- Grade 1: R383 226 per annum
- Grade 2: R471 333 per annum

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

**CENTRE**:
- ST Andrew’s Hospital: Harding Clinic

**REQUIREMENTS**:
- Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1**: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2**: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

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

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

**ENQUIRIES**:
- Mrs VV Ncume Tel No: (039)-4331955 EXT 286

**APPLICATIONS**:
- should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION**:
- Human Resource Manager

**NOTE**:
- People with disability and African male are encouraged to apply

**CLOSING DATE**: 18 September 2020

**POST 21/512**: CLINICAL NURSE PRACTITIONER: VARIOUS CLINICS (PHC) REF NO. NGWE 43/2020

**SALARY**:
- Grade 1: R383 226 per annum
- Grade 2: R471 333 per annum

Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE**:
- Ngwelezana Tertiary Hospital

**REQUIREMENTS**:
- **Grade 1**: Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, **Grade 2**: Diploma/Degree in General Nursing. A 1 year post basic qualification in Primary Health Care Nursing / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the referred above must be appropriate/recognizable experience in Primary Health Care / Maternity after obtaining 1 year post basic qualification in Primary Health Care.
Care / Advanced Midwifery. Proof of working experience (certificate of service) endorsed by Human Resource. Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence, courtesy and interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.

DUTIES:
- Provide effective and professional leadership within clinic.
- Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

ENQUIRIES:
- Mrs B.J Kubheka Tel No: (035) 901 7224

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

FOR ATTENTION:
- Mr M.P Zungu

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

CLOSING DATE:
- 18 September 2020 (Late applications will not be accepted)
POST 21/513 : PROFESSIONAL NURSE (SPECIALITY) GRADE 1, 2 REF NO: NGWE 44/2020

Critical Care

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

Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE :
Ngwelezana Tertiary Hospital

REQUIREMENTS :
Diploma/Degree in General Nursing that allows registration with SANC as a Professional Nurse, One year post basic qualification in Critical Care Nursing, Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Critical Care, Burns Unit, Emergency Medicine after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

DUTIES :
Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMLS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES :
Ms RM Sithole Tel No: (035) 901 7258 / 7047

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

FOR ATTENTION :
Mr M.P Zungu

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

CLOSING DATE :
18 September 2020 (Late applications will not be accepted)
POST 21/514 : PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE45/2020
Orthopaedics

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
(Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid
Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Diploma/Degree in General Nursing that allows registration with SANC as a
Professional Nurse, One year post basic qualification in Orthopaedics Nursing,
Registration with the SANC as a Professional Nurse A minimum of 4 years
appropriate or recognizable experience in nursing after registration as
Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of
14 years appropriate or recognizable experience in nursing after registration
as a Professional Nurse with the SANC in General Nursing and at least 10
years of this period must be appropriate/recognizable experience in
orthopaedics after obtaining post basic qualification in that specialized field,
Attach proof of working experience endorsed by Human Resource
Department/Employer. Ability to prioritize issues and other work related
matters in order to comply with regulations and guidelines and high level of
accuracy. Adherence to scope of practice as defined by SANC

DUTIES : Render an optimal holistic specialized nursing care to patients as member of a
Multidisciplinary team. Train and supervise junior staff and student nurses.
Maintain accreditation standards by ensuring compliance with National Norma
and Standards, Co-ordinate clinical activities, Participate in the formulation,
analysis, implementation and monitoring of unit objectives, policies, and
procedures. Ensure the unit complies with Infection Prevention and Control as
well as Occupational Health and Safety policies. Strengthen ethics and
professionalism. Advocate for quality care of patients. Participate in staff
development using EPMDS System and other work related programmes and
training. Ensure that equipment and machinery is available and functional at
all time. Report patients' safety incidents, challenges and deficiencies within
the unit. Attend to meetings, workshops and training programs as assigned by
the supervisor.

ENQUIRIES : Ms RM Sithole Tel No: (035) 901 7258 / 7047

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

FOR ATTENTION : Mr M.P Zungu

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

CLOSING DATE : 18 September 2020 (Late applications will not be accepted
APPLICATIONS: All applications must be forwarded to: JW Sauer Building, Office of the Premier, Ground Floor (Security) or The Senior Manager, Human Resource Management, Private Bag X 5016, Kimberley, 8300

FOR ATTENTION: Mr. V. Fredericks

CLOSING DATE: 18 September 2020

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment, the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed or emailed applications will be accepted. All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. Please forward the applications for the post quoting the relevant reference number.

OTHER POST

POST 21/515: MANAGER: EMPLOYEE HEALTH AND WELLNESS REF NO: MAN/EHWP/2020

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

CENTRE: Kimberley

REQUIREMENTS: A registered Clinical Psychologist. The incumbent must have proof of registration with the Health Professions Council of South Africa and have 5-10 years’ experience in Counseling. Knowledge of the Public Service Regulations and Basic Conditions of Employment is essential. Proven skills in research management and presentation will serve as a strong recommendation. The successful candidate will have to maintain a code of confidentiality and be computer literate.

DUTIES: The successful candidate will manage the rendering of EHWP service relating to Health matters which will include the following: The rendering of a consultation service; the assessment of Health problems (that is; HIV/AIDS, physical, psychological, etc.). The referral of cases, when necessary; The monitoring of Occupational Health and Safety matters; Design systems that manage Employee Health and Wellness Strategies, Plans and Policies; Implement evidence based workplace health programmes that promote the well-being of employees; Design information systems to track ill-health determinants with corresponding health risk reduction actions; The continued monitoring and follow-up of cases, and the liaison with other stakeholders with the programme.

ENQUIRIES: Mr. B. Thekisho Tel No: (053) 838 2469

PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: may be directed to the department as follows: Post To: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8301, Hand Deliver To: MetLife Towers Building, Corner Knight & Stead, 5th Floor, Post Office Building, Kimberley or Email Applications To: Ncpt-HR@ncpg.gov.za (Please note, emailed applications with all relevant required documentation as stated above, should not exceed a maximum limit of 4 megabytes).

FOR ATTENTION: Ms. D Barnett

CLOSING DATE: 18 September 2020
NOTE: The application should be accompanied by a recently updated comprehensive CV as well as an ID Document. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Women and persons with disabilities are encouraged to apply. Please note suitable candidates will be subjected to a satisfactory personnel suitability check (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to a security clearance process.

OTHER POST

POST 21/516: PROVINCIAL AUDIT COMMITTEE MEMBER REF NO: NCPT/2020/18
(3 year contract)

SALARY: Derived from National Treasury and SAICA Tariffs

CENTRE: Kimberley

REQUIREMENTS: Relevant experience in governance and/or financial management At least five years executive management experience gained from the Human Resources / Legal / Accounting / IT / Auditing / Risk / Internal Control environment In addition to the above, candidates should demonstrate experience in participating in governance structures, ability to dedicate time to the activities of Audit Committees Preference will be given to applicants with experience in serving on Audit Committees of Government Departments. Analytic reasoning abilities and good communication skills Interpersonal relations Tolerance Productivity Research methodology skills Plan and Organise Project management skills Report writing Understanding of PFMA its Regulations, Modified Cash Standards, GRAP and National Treasury practice notes relevant to the Provincial Departments and Public Entities Knowledge and understanding of the roles of Internal and External Auditors Understanding Public Service Regulation framework. We are looking for Audit Committee Members in the following Cluster Audit Committees. Cluster 1 providing oversight over: Department of Education Northern Cape Provincial Treasury Department of Economic Development and Tourism Northern Cape Liquor Board Northern Cape Gambling Board Northern Cape Tourism Authority Northern Cape Economic Development Trade and Investment Promotion Agency. Cluster 2: Department of Health Department of Social Development Office of the Premier. Cluster 3: Department of Agriculture, Land Reform and Rural Development Department of Cooperative Governance, Human Settlement and Traditional Affairs Department of Sport, Arts and Culture McGregor Museum Kalahari Kid Corporation. Cluster 4: Department of Roads and Public Works Department of Environment and Nature Conservation Department of Transport, Safety and Liaison Northern Cape Fleet Management Trading Entity.

DUTIES: The Audit Committee is an advisory committee that assist the departments and listed public entities in fulfilling its oversight responsibilities with regard to internal controls, risk management and governance Assist the Accounting Officer in the effective execution of her/his responsibilities Regulates and discharge all its responsibilities as contained in the Audit Committee Charter which, outlines the appropriate formal terms of reference The Audit Committee will meet four times per year

ENQUIRIES: Ms A Naidoo: andreabiancanaidoo@gmail.com
This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

FOR ATTENTION: Kegomoditswe Makaota

CLOSING DATE: 25 September 2020 at 15H30

NOTE: Applications must be accompanied by a signed and dated Z83. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s)/required documents, and ID-document/National Identity card. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Prior to an appointment being made to any SMS post, the appointee to such a post must have completed the PRE-Entry certificate, and must be in possession of such prior to taking up the post.

MANAGEMENT ECHELON

POST 21/517: CHIEF DIRECTOR: CORPORATE SERVICES REF NO: 01/2020/21

SALARY: R1 251 183 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE: Head Office – Mahikeng

REQUIREMENTS: Grade 12 certificate or equivalent. Applicants must be in possession of an appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, in Public Administration or relevant study (qualification) with at least 5 years proven experience in a senior managerial position. A valid driver’s licence. Knowledge: knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management, In depth knowledge and understanding of corporate services management in the public service. Skills: Ability to conceptualise policy and apply it successfully. Ability to interact professionally and effectively with diverse stakeholders. Innovative, assertive and confident approach. Ample initiative and an independent work ethics, self-motivated and reliable. Strategic capability and leadership. Financial management. Excellent report-writing,

**DUTIES**

Oversee the rendering of Human Resource Management Services within the department. Manage the provision of strategic support administration service. Manage the coordination of departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services to the department. Manage the coordination of strategic planning, monitoring and evaluation. Monitor security compliance within the Department. Monitor Communication Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.

**ENQUIRIES**

Ms B. Mofokeng Tel No: (018) 200 8001

**SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS**

The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X801, Potchefstroom, 2520. Hand delivery address: 123 Peter Mokaba Street, Potchefstroom.

**CLOSING DATE**

18 September 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered.)

**NOTE**

Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form together with applicant’s ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license (if applicable). Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POSTS**

**POST 21/518**

**SECRETARIES (X3 POSTS)**

**SALARY**

R173 703 per annum (Level 03)

**CENTRE**

Office of the Station Commander: Potchefstroom SAPS – Ref No: NW01/08/2020
Office of the DPC: Management Advisory Services – Ref No: NW02/08/2020
Office of the Provincial Head: FCS – Ref No: NW03/08/2020

**REQUIREMENTS**

Applicants must display competency in the post-specific core functions. Be fluent in at least two of the official languages, of which one must be English. Be in possession of Senior Certificate Be a South African Citizen. Must have no
criminal record or any pending criminal /departmental cases. Applicants will be subjected to a vetting process which will include a security screening and fingerprint verification. Computer skills will be an added advantage. Applicants must be willing to undergo a security clearance.

**DUTIES**: Render secretarial and administrative support functions. Be able to draft and type correspondence in MS Word format and PowerPoint; Arrange and prepare for meetings, prepare agendas, typing and taking of minutes; Answer and screening of all incoming calls; Maintain good record keeping, filing system and bring forward; Handle confidential documents; Process and submit claims, make travel arrangements and manage the diary as well as receive and host visitors at the office; Operate standard office equipment (fax, photocopy machine, telephone, computer etc.); Serve refreshments during meetings. Manage office inventory.

**ENQUIRIES**: Captain Mpela / Personnel Officers Appie / Dikane Tel No: (018) 299 7320 / 7139 /7608 / 7732

**APPLICATIONS**: Due to restriction of movement as a result of COVID-19, applications may also be emailed to: MpelaS@saps.gov.za or DikaneK@saps.gov.za or appiekm@saps.gov.za

**POST 21/519**: ADMINISTRATION CLERK REF NO: NW04/08/2020
Office of the Provincial Commissioner

**SALARY**: R173 703 per annum (Level 03)

**CENTRE**: South African Police Service, North West

**REQUIREMENTS**: Applicants must display competency in the post-specific core functions. Be fluent in at least two of the official languages, of which one must be English. Be in possession of Senior Certificate. Be a South African Citizen. Must have no criminal record or any pending criminal /departmental cases. Applicants will be subjected to a vetting process which will include a security screening and fingerprint verification. Computer skills will be an added advantage. Applicants must be willing to undergo a security clearance.

**DUTIES**: Compile correspondence, reports and presentations. Regulate the receipt and flow of documents internally and externally. Conduct quality control on incoming and outgoing post. Maintain accurate record keeping and efficient administration on all files and records. Administer brought forward files to co-ordinate target dates for correspondence. Create and maintain an effective information management database. Compile returns. Assist with the compilation of agendas and minutes of meetings as requested. Ensure optimal utilization of resources allocated.

**ENQUIRIES**: Captain Mpela / Personnel Officers Appie / Dikane Tel No: (018) 299 7320 / 7139 /7608 / 7732

**APPLICATIONS**: Due to restriction of movement as a result of COVID-19, applications may also be emailed to: MpelaS@saps.gov.za or DikaneK@saps.gov.za or appiekm@saps.gov.za
ANNEXURE Y

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 21 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/520 : DEPUTY DIRECTOR: VETERINARY SERVICES (EXPORT CONTROL) REF NO: AGR 32/2020

SALARY : R869 007 per annum (Level 12) All-inclusive salary package
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year BVSC Degree (or equivalent qualification); Registration with the South African Veterinary Council as a veterinarian; A minimum of 3 years post qualification experience; A valid Code B driving licence. Recommendations: Practical experience of meat safety risk management and export certification at export abattoirs; Practical knowledge and/or involvement in trade facilitation and negotiations; Practical knowledge of hygiene management systems and food safety risk assessment applicable to abattoirs and meat processing facilities. Competencies: Knowledge of the following: National and international standards regarding the export of animal products and food of animal origin; Meat Safety Act, 2000 (Act no.40 of 2000); Animal Disease Act, 1984 (Act 35 of 1984) and supporting legislation and policies; Communication (written and verbal) skills; Proven computer literacy; Analytical skills; Mentoring and coaching skills.
DUTIES : Manage the development, audit and implementation of export standards; Ensure facilitation of the export of animals and animal products; Facilitate stakeholder relations; Perform all administrative and related functions; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective export control service.
ENQUIRIES : Dr G Msiza at (021) 808 5002
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/521 : STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 38/2020

SALARY : R733 257 per annum (Level 11) All-inclusive salary package
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science Degree (BVSc/BVMCh) or relevant qualification as recognised by the South African Qualification authority (SAQA) and South African veterinary Council (SAVC); Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendation: Experience in Animal Disease Control. Competencies: Knowledge of the following: Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector; Interdependence of industries within the agricultural sector; Provincial legislative processes; Sound organisation and planning skills; Communication (written and verbal) skills; Interpersonal relations; Proven computer literacy (MS Office).
DUTIES : Management of the State Veterinary area according to all the relevant legislation, policies and prescripts; Facilitate and control exports of animals and animal products according to national and international requirements; Prevent
the introduction and spread of controlled and non-controlled diseases according to Act 35 of 1984; Ensure provision of primary animal health care to owners of animals with specific emphasis on owners of designated groups (including formal training).

ENQUIRIES: Dr M Mabunda at (021) 808 5052/082 450 9436
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/522: AGRICULTURAL ECONOMIST: MARKET ACCESS LINKAGES REF NO: AGR 33/2020
SALARY: R316 791 per annum (Level 08)
CENTRE: Agriculture, Western Cape Government
REQUIREMENTS: Appropriate Honours degree or equivalent qualification in Marketing, Economics, Agriculture Economics or related field; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Agricultural Sector; Clear articulation of the challenges faced by the agricultural sector in relation to market linkages and market development; Benefits of collective models such as cooperatives; Marketing steps and marketing requirements; Understanding of marketing channels for agricultural products, high value products, niche markets and value adding; Communication (written and verbal) and presentation skills; Proven computer literacy skills (MS Office); Networking and report writing skills.

DUTIES: Identify and conduct market research especially on products/industries/systems that are of strategic importance to the Western Cape for export expansion, value addition and diversification opportunities; Supply advice to clients with regard to market analysis/marketing information, market linkage and develop methods to link farmers to formal markets; Contribute to feasibility and viability studies with particular emphasis on marketing; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders and; Perform administrative and related functions.

ENQUIRIES: Ms Bukelwa Grwambi at (021) 808 5187
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/523: ADMINISTRATION CLERK: VETERINARY SERVICES REF NO: AGR 34/2020
SALARY: R173 703 per annum (Level 05)
CENTRE: Agriculture, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving licence. Recommendation: Relevant office administration experience. Competencies: A good understanding of the following: Application of relevant legislation; Systems (ARIBA), Logistical Information System (LOGIS) and Basic Accounting System (BAS); Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Planning and organisation skills; Problem solving skills; Negotiation; Basic numeracy skills; Team work and ability to work independently

DUTIES: Handling and controlling petty cash; Administer financial payments; Administering all travel and subsistence and advances; Record holding and administering official and private telephone and cell phone calls; Administering BAS; Assist with analysis of monthly expenditure.

ENQUIRIES: Dr C Kloppers at (083) 641 5163
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/524: TRACTOR/OPERATOR: FACILITIES MAINTENANCE (ELSENBURG) REF NO: AGR 37/2020
SALARY: R145 281 per annum (Level 04)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code C1 Driving license with a valid PDP.
Competencies: Good understanding of the following: Routine tractor work and to use the correct implements with the tractor to plough, rip, plant and tow a heavy duty trailer; Ability to handle tools and to perform basic maintenance; Ability to work in a team and independently; Self-management; Customer focus and responsiveness; Planning and organising; Communication skills.

DUTIES: Driving; Operate a tractor with various implements; Transportation of various goods (trash, hay and implements); Gardening, dealing and disposal of waste material; Perform vehicle maintenance and administrative support activities; Ensure safe storage, cleaning and routine vehicle/ implements maintenance such as changing tyres, checking water, oil and tyre pressure; Assist with dispensing and receiving fuels and oils; Firefighting and prevention.

ENQUIRIES: Mr A Koeries at (064) 685 6327

APPLICATIONS: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 21 September 2020

POST 21/525: GROUNDSMAN: VETERINARY LABORATORY SERVICES REF NO: AGR 36/2020

SALARY: R102 534 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Ability to read and write (Grade 9)/ Adult Basic Education and Training (ABET level 4). Recommendations: Experience working with an industrial lawnmower, chainsaw and weed eater; A valid (Code B or higher) driving licence. Competencies: Ability to do physical work; Ability to use large industrial lawnmowers; Felling trees; Interpersonal skills; Communication (written and verbal) skills.

DUTIES: Maintenance of gardens, which includes: Mowing of lawns; Weeding of gardens; Ensuring general neatness around the buildings and weekly refuge removal; Maintenance of the larger grounds, which includes: Clearing of vegetation around perimeter fence; Clearing of fallen trees and mowing of grass along the access road; Assist with handling of farm animals during sampling and treatment of animals.

ENQUIRIES: Mr F Dreyer at (021) 887 0324

APPLICATIONS: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered.

NOTE: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE: 21 September 2020
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE: 21 September 2020

NOTE:
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/526:

TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): SPATIAL PLANNING REF NO: EADP 31/2020

SALARY:
Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R843 621 per annum (OSD as prescribed)

CENTRE:
Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS:
An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 3 years post qualification experience in town and regional / urban planning or development planning or spatial planning field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendations: Masters Degree in Urban/ Town / City and Regional Planning; Working knowledge and experience in the following: Spatial planning; Development Finance or Municipal Finances; Data science; Working with data and spatializing it; Drafting of Municipal Spatial Development Frameworks; Competencies: Good written and verbal communication skills; Proven computer literacy (MS Office Suite), GIS competency; Ability to work with data.

DUTIES:
Provision of Spatial Planning advisory and support services to municipal planning; Spatial Planning services, monitoring, advice and support to Municipalities within the geographic regions as identified by the Director, with regards to the Spatial Development Frameworks (SDF’s), Capital Expenditure Frameworks and Planning Studies; Provision of Spatial Planning advisory and support services to provincial and regional planning; Provision of regional spatial planning services, regional Spatial Development Frameworks, and any other spatial planning matters which are regional in nature; Assist Chief Directorate in executing its functional mandate; Support provided to the Chief Directorate in the provision of monitoring and reporting on oversight, facilitation and support functions of the Directorate; Innovation and leadership initiatives; Initiatives dependant on resources, need and areas of interest that will serve to advance the practice and relevance of spatial planning.

ENQUIRIES:
Ms T de Waal Tel No: (021) 483 4360

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/527:

TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): REGIONAL SOCIO-ECONOMIC PROGRAMME REF NO: EADP 32/2020
(12-Month Contract Position)

SALARY:
Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R843 621 per annum (OSD as prescribed)

CENTRE:
Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS:
An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 3 years post qualification experience in town and regional, urban, development, spatial planning, land use management, architecture or related field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B
driving licence. Recommendations: Working knowledge and experience in the following: Using design or CAD or GIS software at an intermediate level. Competencies: Knowledge of the following: Spatial planning and/or land use management legal and operational compliance; Spatial planning and/or land use management systems, principles, processes and best practice; Programme and project management; Communication (written and verbal) skills.

**DUTIES**

Assist in the identification, design and implementation of RSEP projects in the municipalities, including providing conceptual design services across the Western Cape and RSEP specific municipalities; Project manage and facilitate the implementation of the RSEP in the participating municipalities, ensuring that adequate progress is maintained, financial management occurs and that challenges are dealt with; Ensure the active and continued participation of the various line departments in the programme; Implement knowledge sharing, training and skills transfer internally and externally including new municipalities; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department of the Province on various forums.

**ENQUIRIES**

Mr F Wüst at Francois.wust@westerncape.gov.za

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 21/528**

**ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): AIR QUALITY MONITORING**

**REF NO:** EADP 29/2020

**SALARY**

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

**CENTRE**

Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree in Environmental Management, Natural/Physical Sciences or Engineering; A valid driving licence (Code B); Recommendations: Experience or training in any of the following: Environmental pollution; Air Quality Management; Air quality monitoring; Air quality management planning; Compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality/ Pollution Management/ Environmental Management; Implementation of specific projects related to pollution management; specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Ability to meet strict deadlines and work under pressure.

**DUTIES**

Contribute towards the development and administration of Air Quality Management and systems monitoring and policies; Provide technical inputs and subject specific comment on air quality regulatory services/ management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/ environmental pollution/ environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/ environmental pollution management; Provide assistance with administrative and related functions.

**ENQUIRIES**

Dr J Leaner at (021) 483 2888

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 21/529**

**CHIEF SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND LOGISTICS MANAGEMENT**

**REF NO:** EADP 28/2020

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification); A minimum of 5 years relevant experience. Recommendations: Working knowledge and experience in Supply Chain Management procedure and legislation. Competencies: Knowledge and understanding of the following: The Logistical Information System (LOGIS); Interpretation of Supply Chain Management legislation; Intrusion Prevention System (IPS) / Electronic Procurement Solutions (EPS);
Primary user functions: Central Supplier Database (CSD); Stakeholder engagement and communication skills; Proven Computer literacy (MS Office); Excellent planning, organising, numeric and interpersonal skills; Ability to work well within a team and independently.

**DUTIES**
- Stakeholder engagement; Central supplier database (CSD) functions; Western Cape Supplier Evidence Bank and Electronic Procurement Solutions (EPS);
- Supervisory functions within Acquisition and Logistics unit; Advise on the compilation of Specifications and Goods and Services.

**ENQUIRIES**
- Mr Z Davids at (021) 483 4723

**APPLICATIONS**
- Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncape.gov.erecruit.co](https://westerncape.gov.erecruit.co)

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

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

**MANAGEMENT ECHELON**

**POST 21/530**

**CHIEF EXECUTIVE OFFICER**

**SALARY**
- R1 521 591 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: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field plus a post graduate qualification (NQF 8) as recognized by SAQA with at least 8 – 10 years’ experience at a senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: [https://www.thensg.gov.za/training-course/sms-pre-entry-programme/](https://www.thensg.gov.za/training-course/sms-pre-entry-programme/). All costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems. Knowledge of financial and people management. Proven experience in the provision and management of health services. Proven leadership capabilities.

**NOTE**
- No payment of any kind is required when applying for this post. Applicants may be subjected to a competence’s assessment test.

**DUTIES**
- Manage the implementation of health services in line with the relevant National and Departmental policies. Manage and Support the implementation of health service priorities. Ensure that quality of care is maintained and improved in line with the National Core Standards. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care. Participate in corporate governance of the Department. Ensure implementation of the Provincial strategy for Clinical Governance, inclusive of clinical audits. Establish interfaces with institutes of higher educations. Ensure sound relations and a well-functioning health care delivery system in conjunction with referring institutions. Collaborate with key stakeholders within the districts, like other government departments, community structures, non-profit organisations (NPOs), local government, and private sector. Develop and implement a communication and marketing strategy for the hospital that is aimed at a broad range of internal and external stakeholders. Co-ordinate the rendering of professional support services (including information management) within the hospital. Manage the corporate services of the hospital i.e. Financial-, Supply Chain-, Infrastructure- and People Management as well as Support Services.

**ENQUIRIES**
- Dr S Kariem Tel No: (021) 815-8708
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE : 18 September 2020

OTHER POSTS

POST 21/531 : CHIEF ENGINEER: GRADE A (MECHANICAL)
Directorate: Infrastructure Planning
SALARY : R1 042 827 per annum (A portion of the package can be structured according to the individual’s personal needs)
CENTRE REQUIREMENTS : Head Office, Cape Town
Minimum educational qualification: Engineering degree (B Eng/BSC (Eng)). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.
DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
ENQUIRIES : Ms M van Leeuwen Tel No: (021) 483-5084
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

POST 21/532 : ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro Health Services
SALARY : R614 991 (PN-B4) per annum
CENTRE REQUIREMENTS : Kleinvlei Community Day Centre
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid B/EB drivers licence. Willingness to work after hours. Competencies (knowledge/skills): Computer literacy (MS Office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions.
DUTIES: Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs and coordination of Students from Higher Education Institutions as well as NPOs. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health Technology and Support. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.

ENQUIRIES: Ms C Steyn Tel No: (021) 360-4713
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. Shortlisted candidates may be subjected to a competency assessment.
CLOSING DATE: 18 September 2020
POST 21/533: OPERATIONAL MANAGER NURSING: (SPECIALTY UNIT) ONCOLOGY (X2 POSTS)

SALARY: R562 800 (PN-B3) per annum
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. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Oncology after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Oncology Nursing Science and 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. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020
POST 21/534: OPERATIONAL MANAGER NURSING: SPECIALITY (MATERNITY WARD AND NEONATAL UNIT) Chief Directorate: Metro Health Services

SALARY: R562 800 (PN-B3) per annum
CENTRE: Karl Bremer Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualifications (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC). A post-
basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of 2020 registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Will be required to work shifts (day and night), weekends and public holidays. Shift work includes after-hour hospital cover. Valid (Code B/EB) drivers licence. 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. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure.

DUTIES:
Planning, manage, co-ordinate and maintain an optional, specialised Nursing Services as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES:
Ms E Linden-Mars Tel No: (021) 918-1224

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. Shortlisted candidates could be subjected to practical test.

CLOSING DATE:
18 September 2020

POST 21/535:
OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)
Chief Directorate: Metro Health Services

SALARY:
R562 800 (PN-B3) per annum

CENTRE:
Lentegeur Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid code B/EB drivers licence. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Appropriate/recognisable experience working within the Acute Psychiatric Services. Competencies (knowledge/skills): Communication in at least two of the three official languages of the Western Cape. Demonstrate a good understanding of HR and financial policies and practices. Knowledge of FBU functions and management (ability to work collaboratively within FBUs.) Word and Excel literacy.

DUTIES:
Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Ensure the maintenance of quality care standards in the Psychiatry services. Maintain professional growth and ethical standards. Manage and coordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Manage assets, consumables, and services effectively. Manage, supervise, guide staff and keep records and statistics as required. Provide effective
support to nursing services and hospital management by managing the hospital after hours, when the need arises.

**ENQUIRIES** : Ms BL McKay Tel No: (021) 370 -1248 / Ms D Lotz Tel No: (021) 370 -1230

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

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

**CLOSING DATE** : 18 September 2020

**POST 21/536** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Metro Health Services

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

**CENTRE** : Kleinvlei Community Day Centre

**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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above.

**DUTIES** :
Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO’s and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

**ENQUIRIES** : Ms C Steyn Tel No: (021) 360 -4713

**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. Shortlisted candidates will be subjected to a computer literacy test.

**CLOSING DATE** : 18 September 2020

**POST 21/537** : **ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)**
Groote Schuur Hospital

**SALARY** : R562 800 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** :
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B EB) driver’s licence. Willingness to work shifts, public holidays, after- hours and do standby duties as required. Willingness to do relief duties as needed. Competencies (knowledge/skills): Ability to lead and manage the nursing service within scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy’s related to nursing practice, Health Care, National Core Standards and the Public Service. Knowledge of South African Triage and emergency care system. Computer literacy (MS Word, Excel and PowerPoint presentation).

**DUTIES** :
Clinical governance, provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management, facilitate and ensure the provision of cost-effective quality health care; evaluate nursing service practices and clinical outcomes;
ensure professional, legal and National Core Standard Compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery assist with meeting service delivery targets as per Annual Operational Plans; Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES: Ms G. Mashaba Tel No: (021) 360-4511/4408
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020
POST 21/538: OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)
Chief Directorate: Metro Health Services

SALARY: R562 800 (PN-B3) per annum
CENTRE: Delft Community Health Centre
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows for registration with 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: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2020). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Relief shift duties in trauma when required/standby call duties on behalf of Facility Manager. Competencies (skills/knowledge) Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Computer literacy (MS Word and Excel).
DUTIES: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables and service effectively. Manage and support education, in-service training and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.

ENQUIRIES: Ms N Fatyela Tel No: (021) 954-3147
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020
POST 21/539: OPERATIONAL MANAGER NURSING: MEDICAL (GENERAL)
Groote Schuur Hospital

SALARY: R444 276 per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills.
Leadership, communication skills and computer literacy. 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 computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

**DUTIES**

Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. 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. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**

Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

18 September 2020

**POST 21/540**

CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)

Cape Winelands District

**SALARY**

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

**CENTRE**

TC Newman CDC

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to work after hours when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills (i.e. MS Word, Excel, Outlook).

**DUTIES**

Manage and provide clinical comprehensive PHC service. Plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Drakenstein sub district when needed.

**ENQUIRIES**

Ms J Bosch Tel No: (021) 877-6400

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

18 September 2020

**POST 21/541**

PROFESSIONAL NURSE: SPECIALTY GRADE 1 TO 2: (CLINICAL NURSE TRAINING)

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R383 226 (PN-A2) per annum
Grade 2: R471 333 (PN-A3) per annum

**CENTRE**

Karl Bremer Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration
with the South Africa Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Nursing Medical and Surgical Nursing Science: Intensive Care (Adult) or Trauma and Emergency Care or Advanced Midwifery and Neonatology, Psychiatry or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional and proof of current registration (i.e. annual licensing receipt of 2020). Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts (day and night), weekends and public holidays. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to training and development of nurses and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills.

**DUTIES:** Participate in student education and training to ensure achievement and maintenance of competence. Co-ordinate the placement of students in the hospital. Co-ordinate all training and development programmes of the nursing and support personnel in Nursing Component. Initiate and participate in training development and research within the Nursing Component. Deliver a support service to the supervisor, nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development. Act as liaison between institution and other stakeholders. Support and relief supervisor.

**ENQUIRIES** : Ms E Linden-Mars Tel No: (021) 918-1224

**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. Shortlisted candidates could be subjected to practical test. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

**CLOSING DATE** : 18 September 2020

**POST 21/542** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT**

**Directorate:** Information Management

**SALARY** : R376 596 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3 years Degree/Diploma recognised three-year tertiary qualification in Computer Sciences, Programming or Database Development. Experience: Appropriate relevant work experience including project management. Experience in Transactional SQL. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement,
document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills and Oracle and SQL server database administration experience. Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.

DUTIES:
Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: development, implementation, communicating, reporting and monitoring of the projects. Database administration including maintenance, enhancements, user support and system training Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES:
Ms L Shand Tel No: (021) 483-2639

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

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

CLOSING DATE:
18 September 2020

POST 21/543:
CHIEF PERSONNEL OFFICER
Directorate: People Practices and Administration (WCA and Transversal HR Practices)

SALARY:
R316 791 per annum

CENTRE:
Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive experience in the administration of the COIDA and the various functions attached thereto. Extensive experience in BAS system transaction processing. Extensive experience in Human Resource conditions of service. Extensive experience in Team Management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Good communication, conflict management, interpersonal leadership and supervisory skills. Good assessment, analytical, planning, meeting and report writing skills and competencies.

DUTIES:
Ensure effective application of COIDA cases. Manage capturing of applications on CompEasy and Maintain COID in-house programme. Payment of medical accounts. Provide COIDA stats to various role-players. Provide training and information sessions and guidance to health institutions/districts. Liaise with various role players (internal and external). Regular interaction with the Department of Employment and Labour and payment of annual assessment. Administration of transversal HR practices within the Department which include overtime, commuted overtime, resettlement costs, various allowance, foreign health workers and sabbatical leave. Maintain Human Resource policies within Department of Health. Provide input regarding policies on Conditions of Service and provide advice to institutions on policies. Overall supervision of component and performance management of staff in the component.

ENQUIRIES:
Mr B Booth Tel No: (021) 483-4006

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. Candidate who are shortlisted for interviews will be expected to complete a practical test.

CLOSING DATE:
18 September 2020

POST 21/544:
SENIOR ADMINISTRATIVE OFFICER: STATUTORY BODIES
Chief Directorate: Metro Health Services

SALARY:
R316 791 per annum

CENTRE:
Office of the Chief Director: Metro Health Services (Statutory and Health Support)

REQUIREMENTS:
Minimum educational qualification: Appropriate 3-year Diploma/Degree in Social Science/Social Development/Communication. Experience: Appropriate
experience in Community Development, Working with communities and community organisations. Appropriate experience with statutory bodies within communities, Project Management, monitoring and evaluation of projects. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (Knowledge/Skills): Knowledge of legislated and regulatory requirements pertaining to relevant statutory bodies as well as structures within the community. Knowledge and skill in community engagement and communication strategies. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy and thorough knowledge of computer systems (MS Office).

DUTIES: Facilitate and sustain the appointment of members to statutory bodies such as district health council, facility boards and clinic committees. Monitor the effective functioning of the relevant statutory bodies in the Cape Metro. Develop processes to support the Cape Metro with activities related to statutory bodies and/or identified health priorities. Coordinate and support the training and development of the statutory body’s members. Implement community communication strategies as well as support to Whole of Society Approach (WoSA) activities. Developing and implementing communication strategies in communities and organisations.

ENQUIRIES: Ms C Goliath Tel No: (021) 815-8696
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020

POST 21/545: COMMUNITY LIAISON OFFICER
Chief Directorate: Metro Health Services

SALARY: R316 791 per annum
CENTRE: Klipfontein Mitchells Plain Sub-structure office
REQUIREMENTS: Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects as well as communications to community and skills to deal with local media. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Computer literacy (MS Word, PowerPoint and Excel) good co-ordination, project management, problem solving skills and training skills. Good communication skills in at least two of three official languages of the Western Cape.

DUTIES: Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties.

ENQUIRIES: Ms S Abrahams Tel No: (021) 370-5055
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020

POST 21/546: ARTISAN FOREMAN: GRADE A (ELECTRICAL)
Chief Directorate: Rural Health Services

SALARY: Grade A: R304 263 per annum
CENTRE: Worcester Regional Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate in the Electrical Engineering Environment. Experience: 5 years’ appropriate post-qualification experience in the relevant field of electrical. Inherent requirement of the job: Must have a valid Wireman’s licence. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills):
Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES: Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Management of budget and expenditure. Manage risks according to the OHSA Act. Management of Human Resources.

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

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

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

CLOSING DATE: 18 September 2020

POST 21/547: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Central Karoo District

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE: Beaufort West Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver’s license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES: Mr. F H du Toit Tel No: (023) 414-8235

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. Shortlisted candidates will be subjected to practical test.

CLOSING DATE: 18 September 2020

POST 21/548: ARTISAN PRODUCTION GRADE A TO C (MECHANICAL FITTER)
Central Karoo District

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE: Central Karoo District (Stationed at Laingsburg Hospital)

REQUIREMENTS: Minimum educational qualification: Appropriate Trade Test Certificate as Mechanical Fitter. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant
Trade Test Certificate. Inherent requirement of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver’s license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

- Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

**ENQUIRIES**

- Mr. F H du Toit Tel No: (023) 414-8235

**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. Shortlisted applicants will be subjected to practical test.

**CLOSING DATE**

- 18 September 2020

**POST 21/549**

- **ADMINISTRATION CLERK: SUPPORT (ENGINEERING)**

**SALARY**

- R173 703 per annum

**CENTRE**

- Tygerberg Hospital, Parow Valley

**REQUIREMENTS**


**DUTIES**

- Manage and control the Engineering Administration office. Data capturing of repair requisitions. Tracking and following up on all requisitions submitted to Supply Chain Management. Recording of electricity and water accounts. Submit monthly utility consumption meter readings to the Accounts Department. Minute taking at meetings. Letter typing, faxing, scanning, etc. Compile weekly as well as monthly reports. Follow up with suppliers on incomplete work orders. Logging of calls with the various lift service providers, of all lift related faults and documenting thereof.

**ENQUIRIES**

- Mr I D Fortuin Tel No: (021) 938-4235

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

- 18 September 2020

**POST 21/550**

- **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
  - Rural Health Services

**SALARY**

- R173 703 per annum

**CENTRE**

- George Hospital

**REQUIREMENTS**

- Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience of PERSAL (Attach PERSAL introduction certificate. Competencies (knowledge/skills): Proven knowledge and exposure to the duties and responsibilities of personnel administration section. Computer literate (i.e. MS office package, e-mail and internet). Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

- Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave administration, housing, injury on
duty, distribution of monthly payslips, debt management and verify documents. Responsible for capturing transactions on PERSAL, audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Act as adviser during recruitment and selection processes. Support supervisor and management and assist members of the Public with regard to Human Resource and Personnel matters.

**ENQUIRIES**
Ms R Crowley Tel No: (044) 802-4312

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

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

**CLOSING DATE**
18 September 2020

**POST 21/551**
**ADMINISTRATION CLERK: SUPPORT**
Garden Route District

**SALARY**
R173 703 per annum

**CENTRE**
Kynsna Hospital

**REQUIREMENTS**
Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate secretarial and office administration experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Language and minute-taking skills. Knowledge of office administration practice. Typing proficiency. Good planning and organisational skills. Ability to maintain confidentiality with regards to Staff and Patients. Communication skills in at least two of the three official languages of the Western Cape. Practical computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**
Diary management, handling of telephone calls and enquiries from the general public typing of documents, agendas and minutes, filing, routine correspondence, etc. Making of photocopies, sending of faxes, ensuring storage of equipment, requesting of repairs where necessary. Recording and distribution of circulars and other correspondence; handling of medical records; Requesting and receiving of stationary; logistical management of meetings. Liaison with police regarding patients and deceased.

**ENQUIRIES**
Dr A Brink Tel No: (044) 302-8405

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

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

**CLOSING DATE**
18 September 2020

**POST 21/552**
**SECURITY OFFICER**
Tygerberg Hospital, Parow Valley

**SALARY**
R122 595 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA. Inherent requirement of the job: Willingness to work shifts and to be available on a 24 hours basis Competencies (knowledge/skills): Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.

**DUTIES**
Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service.

**ENQUIRIES**
Mr VP September Tel No: (021) 938-6077

**APPLICATIONS**
The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**
Mr S Ndabula

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

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CLOSING DATE: 18 September 2020

POST 21/553: STERILISATION OPERATOR PRODUCTION
Chief Directorate: Metro Health Services

SALARY: R122 595 per annum
CENTRE: Mitchells Plain District Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekend, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context.

DUTIES: Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines & equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES: Ms A Brown Tel No: (021) 377 4410
APPLICATIONS: The Chief Executive Officer: Mitchell’s Plain Hospital, Private Bag X9, Mitchell’s Plain, 7789.
FOR ATTENTION: Ms CC Johnson
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020

POST 21/554: TRADESMAN AID
Chief Directorate: Metro Health Services

SALARY: R102 534 per annum
CENTRE: Mitchells Plain District Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in tasks performed in a maintenance workshop. Competencies (knowledge/skills): Ability to use electrical and hand tools. Good interpersonal, communication and organisational skills. Ability to work independently. Ability to handle heavy equipment, heights and narrow spaces.

DUTIES: Provide a support service to the technical staff. Provide a clean hygiene and safe working environment. Maintain program according to allocated schedule. Cleaning of drains. Do standby on rotation basis and work overtime if needed.

ENQUIRIES: Mr N Neethling Tel No: (021) 377-4344
APPLICATIONS: The Chief Executive Officer: Mitchell’s Plain Hospital: AZ Berman Drive, Lentegeur or Private Bag X9, Mitchell’s Plain 7789.
FOR ATTENTION: Ms CC Johnson
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020

POST 21/555: PORTER
Chief Directorate: Metro Health Services

SALARY: R102 534 per annum
CENTRE: Mitchells Plain District Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES: Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Check and replace gas cylinders in wards and assist with shifting of medical equipment. 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. Responsible for cleaning of wheelchairs and trolleys.

ENQUIRIES  :  Mr J Roberts Tel No: (021) 377-4327
APPLICATIONS  :  The Chief Executive Officer: Mitchell’s Plain Hospital, Private Bag X9, Mitchell’s Plain, 7800.
FOR ATTENTION  :  Ms CC Johnson
NOTE  :  No payment of any kind is required when applying for this post.
CLOSING DATE  :  18 September 2020

POST 21/556  :  FOOD SERVICE AID (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY  :  R102 534 per annum
CENTRE  :  Valkenberg Hospital
REQUIREMENTS  :  Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale food service environment. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, quality portion control of food according to standardised recipes. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Ability to do work of physical nature (Lifting Heavy Objects). Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit on a large scale. Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES  :  Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES  :  Ms A Getyeza Tel No: (021) 440-3188
APPLICATIONS  :  The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.
FOR ATTENTION  :  Ms AL Stephens
NOTE  :  No payment of any kind is required when applying for this post.
CLOSING DATE  :  18 September 2020

POST 21/557  :  FOOD SERVICES AID
Chief Directorate: Rural Health Services

SALARY  :  R102 534 per annum
CENTRE  :  Worcester Regional Hospital
REQUIREMENTS  :  Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES  :  Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees.

ENQUIRIES  :  Ms H Botha Tel No: (023) 348-1222
APPLICATIONS  :  The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION  :  Ms H Swart
NOTE  :  No payment of any kind is required when applying for this post.
CLOSING DATE  :  18 September 2020
POST 21/558: DRIVER (LIGHT DUTY VEHICLE)
Garden Route District

SALARY: R102 534 per annum
CENTRE: Oudtshoorn Hospital

DUTIES: Daily transporting of official passengers, post, packages, medication, goods and equipment. Effective delivery and collection of all blood products. Assistance to Transport Officer in conducting routine maintenance inspections of vehicles and timeously reporting of defects. Ensure accurate completion of log-books and routine administration duties.

ENQUIRIES: Mr SR Papa Tel No: (044) 203-7314
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020

POST 21/559: FOOD SERVICES AID
West Coast District

SALARY: R102 534 per annum
CENTRE: Lapa Munnik Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an industrial Food Service environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES: Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.

ENQUIRIES: Ms A van Breda Tel No: (022) 487-9223
APPLICATIONS: Please submit your application to the District Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 18 September 2020

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 21 September 2020
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE
targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

**POST 21/560**

**DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO: HS 24/2020**

**SALARY**

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

**CENTRE**

Human Settlements, Western Cape Government

**REQUIREMENTS**

An appropriate postgraduate (or higher qualification) in fields related to the Built Environment, Social Sciences, Economics or Human Geography; A minimum of 5 years management level working experience of policy analysis and/or research in any of the following fields: Social Sciences, Built Environment, Human Geography, Economics or Human Settlements; A valid (Code B or higher) driving licence. Recommendations Master's Degree in relevant field of Built Environment, Social Sciences, Economics or Human Geography; Knowledge and experience in: Research and managing research or policy development projects; Sustainability initiatives and policies within the built environment; Human settlements and/or local government legislation and policies. Competencies: Proven knowledge in: Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Applying qualitative and quantitative research methods and policy development processes. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners; Advise and support government departments and municipalities on human settlements policy and research when requested; Work effectively both as part of a team and independently.

**DUTIES**

Provide information on and interpretation of human settlement policies and relevant legislation; Design and conduct human settlements research projects that meet the research objectives of the Directorate, Chief Directorate, and the Department; Facilitate the development of human settlement policies, policy review processes, and policy guidelines in line with relevant human settlements legislation; Establish and maintain networks, partnerships, reference groups and consultation processes as necessary to support policy and research; Facilitate the dissemination of relevant human settlements policy and research outputs/information to relevant stakeholders; People and Operational Management.

**ENQUIRIES**

Ms P.N Sicetsha Tel No: (021) 483 3837

**DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE**

21 September 2020

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 21/561**

**ASSISTANT DIRECTOR: RISK AND VULNERABILITY ASSESSMENT (DISASTER RISK REDUCTION) REF NO: LG 13/2020**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Local Government, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Disaster Management, Environmental, Geographic or related fields; A minimum of 3 years relevant experience in a disaster management, disaster
risk assessment / reduction or similar environment. Recommendation: Registered as a Disaster Management Associate with the Disaster Management Institute of Southern Africa (DMISA) or eligible to register within six months of appointment in the post. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended and related policies and guidelines; Good understanding of Disaster Management Programmes and services implemented; Project planning, management and coordination; Financial Management: Information Management and Data Analysis; Stakeholder engagements; Report writing; Facilitation and Coordination; Communication (written and verbal) skills; Computer proficiency in MS Word, Excel, PowerPoint and Geographic Information Systems; Ability to work: Under pressure in high risk areas (emergency or disaster situations); Independently and within a team.

DUTIES
Assist in the management of: An Indicative Disaster Risk Profile; Comprehensive disaster risk and vulnerability assessments; Providing Municipal Disaster Management Centers with support in maintaining a credible risk profile; The establishment and maintenance of Geographical Information System; Implementation of disaster Early Warning System and special intervention programmes for high risk hazards; Supervision of human resources and related functions as well as the finances in the sub-directorate.

ENQUIRIES
Mr L. Nokoyo at (021) 937 6359

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/562
PERSONAL ASSISTANT: HOD SUPPORT REF NO: LG 14/2020

SALARY
R257 508 per annum (Level 07)

CENTRE
Local Government, Western Cape Government

REQUIREMENTS
Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to management. Competencies: Knowledge of the following: Relevant Policies, prescripts, regulations and procedures pertaining to the department; Basic Financial administration; Administration skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism; Ability to do research and analyse documentation; Excellent (written and verbal) communication skills.

DUTIES
Provide a secretarial/ receptionist support service to the manager; Rendering administrative support services with regards to meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES
Ms D Benjamin Tel No: (021) 483 3938

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF THE PREMIER

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE
21 September 2020

NOTE
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POST

POST 21/563  :  DEPUTY DIRECTOR: APPOINTMENTS AND COMPENSATION  REF NO: DOTP 15/2020 R1

This post is a re-advertisement, if you previously applied you need to re-apply as your previous application will not be considered.

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

CENTRE  :  Premier, Western Cape Government

REQUIREMENTS  :  An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Human Resources/Industrial Psychology/ Public Management or related qualification; A minimum of 3 years middle management experience in a human resource management environment. Recommendation: Extensive working experience in a transactional HR environment; Extensive experience in Appointments, Service Benefits, Auditing and Payroll administration.

Competencies: Proven knowledge of National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; People Management skills; Excellent communication (verbal and written) skills; Ability to cope with repetitive tasks in a highly regulated environment; Ability to analyse, conceptualise and implement policy; Ability to do complex calculations; Advanced proficiency in MS Office, especially MS Excel; Monitoring, evaluation and reporting skills.

DUTIES  :  Manage staff who perform the following functions: The appointment of nominated candidates on PERSAL; The appointment of contract employees, including contract extensions; Promotions, transfers within or into the WCG, secondments and acting appointments; Post upgrades, acting appointments and salary matters such as over or under payments; Render compensation management services; Perform managerial tasks with regard to the Sub-directorate which will entail: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintenance discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the component.

ENQUIRIES  :  Ms E Olivier at (021) 483 9208

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE  :  21 September 2020

NOTE  :  Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/564  :  SOCIAL WORK SUPERVISOR: DRAKENSTEIN (SERVICE DELIVERY TEAMS) REF NO: DSD 56/2020

SALARY  :  R384 228 - R445 425 per annum (OSD as prescribed).

CENTRE  :  Social Development, Western Cape Government

REQUIREMENTS  :  Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written
DUTIES

Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES

Mr D. Eland at (023) 348 5300

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 21/565

SOCIAL WORKER: CAPE WINELANDS/OVERBERG REGION (SOCIAL WORK SERVICES) REF NO: DSD 57/2020

SALARY

Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed).
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed).
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

CENTRE

Social Development, Western Cape Government

REQUIREMENTS

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence.

Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Competencies:

Knowledge of the following:

Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

Ms M Arendse at (023) 384 5300

APPLICATIONS

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 21 September 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/566 : ASSISTANT DIRECTOR: GMT - FLEET FINANCE (FINANCIAL ACCOUNTING SERVICES) REF NO: TPW 173/2019 R1

SALARY : R376 596 per annum (Level 09)

CENTRE : Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Accounting Science; A minimum of 5 years relevant experience in an accounting environment; A valid code B driving licence. Competencies: Knowledge of the following: Financial delegations, procedures and Instructions; Disciplinary and grievance procedures; FleetMan system; Oracle EBS (E-Business Suite); GRAP (Generally Recognised Accounting Practice); Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Departmental Instructions; Proven computer literacy (MS Office); Communication (written and verbal) skills; Ability to interpret relevant directives and policies; Problem solving skills.

DUTIES : Maintain programmes to maintain the Standard Chart of Accounts (SCOA) and ensure all month-end procedures are performed; Prepare financial reports and communicate to all relevant stakeholders, Ensure financial statement are followed up, scrutinised and included in financial reporting; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

ENQUIRIES : Mrs K. Proctor-Fourie at (061) 884 6572

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE : 18 September 2020

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.
OTHER POSTS

POST 21/567 : DEPUTY DIRECTOR: SALARIES REF NO: 186
Branch: Financial Accounting

SALARY : R733 257 per annum plus benefits (Level 11)
CENTRE : Cape Town
REQUIREMENTS : A B. Degree or equivalent qualification in Financial Accounting with at least 5 years’ experience in a Financial Accounting environment, inclusive of a minimum 3 years management/supervisor experience. A valid driver’s license (Code B/EB). Proven Knowledge of Accounting standards, Sound knowledge of modern systems of governance and administration; knowledge of Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Cash flow. Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.

DUTIES : Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating salary administration processes. Provide inputs to the quarterly and annual financial statements (IFS and AFS) and related audit and review processes. Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled. Provide effective and efficient salary support to the WCED. Ensure PERSAL exceptions are followed up and cleared. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Prepare and submit monthly, bi-annual and annual tax reconciliation to SARS timeously including management of SARS payments. Management of IRP5 administration including balancing manual IRP5 totals with amounts paid to SARS and capture manual IRP5’s on SARS software. Manage the administration of salary deductions and claim process. Manage service termination procedures. Handle the payment of and overpayment of salaries and allowances including salary recalls. Ensure effective and efficient payroll/salary administration and pay sheet control. Manage monthly reconciliation on pay sheets distributed and ensure that pay sheets are certified as required by Treasury Regulation. Render an effective and efficient financial registry and mailing service. Manage the relevant sub-directorate in line with the strategic objectives of the Department. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel.

ENQUIRIES : Mr Z Mpisi Tel No: (021) 467 2511

POST 21/568 : ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE
REF NO: 171
Branch: Education District Office Cape Winelands

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

DUTIES : Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.

ENQUIRIES : Mr J Benjamin, Tel: 023 - 348 4600
POST 21/569  ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: 174
Branch: Physical Resource Planning & Property Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Real Estate or related Property Management fields plus relevant experience. 3 years of experience post qualification, valid driver’s licence and computer literacy.
ENQUIRIES : Mr G Coetzee Tel No: 021 - 467 9337

POST 21/570  OFFICE MANAGER: OFFICE OF THE DDG: EDUCATION PLANNING REF NO: 177
Branch: Education Planning

SALARY : R376 596 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree qualification with 3 years proven office management experience; Recommendation: Experience in an education environment; Valid driver’s licence; Advanced knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as they affect districts; Proven excellence in management of district support and/or school management.
DUTIES : Render secretariat support to the DDG in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings. Manage all administrative support functions, including documents of a very sensitive nature, in the Office of the DDG, ensuring the proper flow of information and correspondence to and from the DDG. Execute research, analyse information and compile complex documents/submissions of strategic nature for the DDG, EXCO and members of Top Management including drafting of presentations to the HoD, as instructed by the DDG. Draft replies/memoranda of strategic nature on behalf of the DDG specifically with respect to stakeholders. Manage parliamentary questions and enquiries. Operational planning and work organisation of the Branch. Develop and maintain systems, procedures and protocols. Manage the resources, including office budgets, of the Branch. Manage, co-ordinate and provide technical support.
ENQUIRIES : Mr S Abrahams Tel No: 021 – 467 2076