1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

4 SMS pre-entry certificate

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

AMENDMENTS:

- DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES: Kindly take note of the following changes on the posts were advertised on PSVC no 21 dated 7 September 2020 with a closing date of 28 September 2020. The Post Of Control Biodiversity Officer: Sustainable Land Management Ref No: BC05/2020 and Control Environmental Officer: Hazardous Waste Management Ref No: CWM06/2020 Are At Grade A. Please Also Note That The Closing Date For These Posts And All Post In Circular 21 Has Been Extended To 12 October 2020. Apologies for the inconvenience this may have caused.

- GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA): Kindly note that for the posts of Administrators: Tracing with Ref No: FA/UC&T/PRETORIA/2020/09-5c
advertised in Public Service Vacancy Circular 22 dated 18 September 2020, needs
to be amended as the advertisement indicated that applications of individuals
currently residing in KZN Province may receive preference. This is incorrect and
should be replaced with individuals currently residing in Gauteng Province may
receive preference. Please accept our apologies for the inconvenience caused.

**DEPARTMENT OF WATER AND SANITATION:** Kindly note that the below posts
were advertised in the Service Vacancy Circular 22 dated 18 September 2020; the
requirement and duties have been amended as follows:

- **Assistant Technical Officer** (X 2 Posts) with Ref No: 021020/16 for branch Hydraulic Laboratory in Pretoria.
  - **Requirement:** Grade 12 certificate. One (1) year experience in a construction or
    maintenance environment will serve as an added advantage. Computer literacy.
    Good interpersonal and communication skills. Be able to read and write. Self-
    motivated and willingness to work in a team. **Duties:** Transport building materials
to site; Mixing mortar, building models; Provide a support service to the Artisans,
Foreman, Technicians and Engineers in building and testing dam models; General
workmanship to build models which includes but is not limited to mixing concrete,
carpentry, pipework, brick-laying etc. Responsible for the general cleaning and
maintenance inside and outside the lab, Assist in demolishing models. Complete
time sheet and submit to Artisan Foremen. Basic understanding of government
legislation. Adhere to Occupational Health and Safety regulations and ensure that
protective equipment is used appropriately. **Senior Training Officer** with Ref No:
021020/12 for branch NWRI Central Operations in Pretoria.
  - **Requirement:** A national diploma or degree in Human Resources Development. Qualified NSG CIP
    module 1 trainer will serve as an added advantage.

**GAUTENG: DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the post of Deputy Director: War
on Poverty (for Gauteng Dept. of Social Development Head Office) with Ref No:
SD/2020/01/01 advertised in Public Service Vacancy Circular 02 dated 17th of
January 2020, the post has been withdrawn.
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DEPARTMENT OF EMPLOYMENT AND LABOUR

**Annexure A**

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

**Applications**

Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700

**For Attention**

Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 Email: Jobs-LP@labour.gov.me

**Closing Date**

19 October 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 be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign 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).

**Erratum:** Kindly note a valid drivers licence for the post of Principal Legal Administration Officer reference number: HR4/20/09/02 is required. The rest of the advert remains the same. The post was advertised on PSVC number 22 dated 18 September 2020 with a closing date of 05 October 2020. Sorry for inconvenience.

Enquiries: Prof V Singh, Tel No: (012) 309 4370

**Other post**

**Post 23/01**

**Practitioner: Fleet Monitoring and Inspection Ref No: HR 4/6/6/131**

**Salary**

R257 508 per annum

**Centre**

Provincial Office: Limpopo

**Requirements**

Three-year tertiary qualification in Transport/ Fleet Management with one-year functional experience in Fleet/ Transport Management Services and a valid driver’s license. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles, Applicable laws, codes, regulations, policies and procedures, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedures for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service Regulations, operations, policies and objectives, Policies and objectives of assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Verbal and written communication,
Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organizing, Report writing, Computer literacy, Coordination, Monitoring and evaluation, Time management.

**DUTIES**

Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.

**ENQUIRIES**

Ms TE Maluleke Tel No: (015) 290 1662
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 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: 16 October 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 all original certified copies of all academic qualification(s) including the matric certificate and ID document. The certificates must be within six (6) months. If you are 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. 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 candidate will enter into an employment contract with the GCIS that will be reviewed based on performance. 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.

MANAGEMENT ECHELON

POST 23/02: DIRECTOR: MEDIA PRODUCTION REF NO: 3/1/51 – 20/75

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

CENTRE: Pretoria

REQUIREMENTS: Applications must be in possession of an appropriate three-year Bachelor’s Degree (NQF level 7) in Media Studies, Business Management, Marketing or related field of qualification. Experience: five (05) years’ experience at a MMS (middle management service) /SMS (senior managerial level) with extensive experience in media production services and corporate identity management. Ability to provide overall leadership and guidance to the six sub-directorates in Media Production i.e. Photography, Video, Graphic Design, Corporate Identity, Traffic Management and Radio unit. Ability to manage Panel of Agencies for Media Production and Marketing Services. Proven knowledge of the media production, marketing and advertising sectors. Proven experience in managing third party vendors, agencies and managing budgets. The applicant must have understanding of the government and/or public sector market and proven ability to develop and manage client-focused strategies. Skills: creative execution, excellent written, verbal and interpersonal communication skills. Proven ability to interact with people at all levels of client organisations/departments. Commitment to delivering creative solutions and aligning team members to deliver those solutions to the satisfaction of client departments.
The successful candidate will serve as a member of the Content and Dissemination Branch and provide leadership and management six sub-directorates i.e. photographic, video and radio production, Corporate Identity Management, graphic design and traffic management. The appropriate candidate will oversee the development of products and services by ensuring that high standards are maintained and all approved request are completed. Oversee the management of Panel of Agencies for Media Production and marketing services. Provide leadership and operate an efficient, effective and compliant Directorate: Media Production. Proactively manage risk and comply with audit requirements. The appropriate candidate will have a sound understanding of these professional disciplines and will lead the integration of these services into a comprehensive service offering by GCIS to the Public Sector, and in partnership with private-sector service providers. He/she will provide leadership in the development, production and management of campaign products in-house or through outsourcing of communication services; oversee the implementation of government’s corporate identity programme, and supervise. Build strong and trusting relationships with clients departments, community media, and creative agencies. Management and monitor budget. Develop and oversee effective account management and client liaison function. Support and train the media production team in the best practices of creative execution and production. Ensure collaboration among relevant sections within GCIS and foster teamwork. Respond appropriately and promptly when presented with complicated problems and issues by client departments.

Preference will be given to African male/female candidates.

**DIRECTOR: VUK'UZENZELE**

**REF NO: 3/1/5/1 – 20/76**

Chief Directorate: Products and Platforms

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

**CENTRE:** Pretoria

**NOTE:** Applicants must be in possession of an appropriate three-year Bachelor’s Degree (NQF level 7) and five (5) years’ verifiable experience at MMS (middle management services) /SMS (senior management service) in related fields. Knowledge of financial administrative processes, supply chain management, and staff administration. Knowledge of Public Service Regularity Frameworks, and Directives. Good Client orientation and customer focus, programme and project management, organizing and coordination skills, writing, and communication skills. Experience regarding all aspects of office management, the management of human and financial resources. Excellent time management, and extensive report writing experience. The ability to multi-task and manage priorities in a fast-paced environment. Strong financial and human resource management skills. Computer skills. A code 8 driver’s license.

**CONTACT:** Ms N Shuping Tel No: (012) 473 0042

**POST:**

**DUTIES:**

The successful candidate will be an energetic, creative and meticulous multimedia content developer and editor who will add value to GCIS’s communications with the South African public and international stakeholders. The candidate will have a sophisticated understanding of the role of GCIS in the government communication system and in government’s engagement with citizens and stakeholders. The candidate will be familiar with and responsive to audience segmentation models and the development of differentiated content. The candidate will be innovative and able to provide leadership in multimedia content development for digital and print products. The candidate will be required to manage the overall production process of two (2) publications (Vukúzenzele Government Newspaper and Public Sector Manager Magazine). Provide strategic leadership to the Directorate: Vuk’uzenzele within the Chief Directorate: Products and Platforms. Lead and coordinate the development of a content plan (diary) for the newspaper and the magazine and undertaking editing and coaching duties with writers and designers that will enable the publishing of products of outstanding quality. To publish periodic editions of Vukúzenzele newspaper and monthly Public Sector Manager Magazine. Lead the directorate in the editorial planning of both publications to ensure that the content is relevant for the target audience. Participate in the editorial planning of other products and platforms in the Chief Directorate. Provide overall management and administration of the Directorate in the following areas: Financial administration, e.g. developing budgets, compiling and monitoring financial projections and operational expenditure. Supply Chain Management, e.g. managing the supplier environment with respect to soliciting of quotations, developing briefs and specifications for outsourcing of publication services, compiling memoranda and submission for procurement purposes, trafficking delivery of outsourced products and services. Taking care of the day to day business operations of the office, e.g. correspondence, preparing and dealing with
minutes, memos and reports, staff administration, including performance management etc. Manage tender procurement processes and contracts in the directorate.

ENQUIRIES : Mr T Seale Tel No: (012) 473 0324
NOTE : Preference will be given to African male/female candidates
ANNEXURE C

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MTHASHANA TVET COLLEGE)

APPLICATIONS: Please forward your applications, quoting the reference number, on an envelope as well, to: Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100.

FOR ATTENTION: The Principal, Mthashana TVET College

CLOSING DATE: 02 November 2020

NOTE: Applications must be submitted on the Z83 Form obtainable from any Public Service Department or on the internet www.gov.za/documents and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Include academic records). Identity Document not older than six (6) months including the driver’s licence. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicants to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within six (6) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed and emailed applications, will not be considered. Please note that this advert is also available on our College website, which is: www.mthashanacollege.co.za.

OTHER POSTS

POST 23/04: ASSISTANT DIRECTOR: CURRICULUM REF NO: MTH/PP/2/2020

SALARY: R470 040 per annum (Level 10) Plus Benefits

CENTRE: Vryheid


ENQUIRIES: Venter T, Mrs Tel No: (034) 980 1010

POST 23/05: ASSISTANT DIRECTOR: TVET MIS REF NO: MTH/PP/3/2020

SALARY: R470 040 per annum (Level 10) Plus Benefits

CENTRE: Vryheid

REQUIREMENTS: Recognised National Diploma (NQF 6)/Bachelor’s Degree in Information Management, Computing or equivalent qualification. 3 – 5 years relevant working experience in Information Technology or any relevant knowledge. Valid driver’s licence Code EB. Knowledge of policies and governance environment of TVET colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech data, data warehouse and IT prescripts. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving computer literacy, analytical, client oriented, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive, loyal.
DUTIES: Manage TVET MIS, capture and extract data for the college. Compile and submit reports to management on monthly, quarterly and annual basis. Maintain, capture and validate inputs captured on Coltech student and other related systems.

ENQUIRIES: Venter T, Mrs Tel No: (034) 980 1010

POST 23/06: ASSISTANT DIRECTOR: STUDENT REGISTRATION REF NO: MTH/PP/6/2020

SALARY: R470 040 per annum (Level 10) Plus Benefits

CENTRE: Vryheid

REQUIREMENTS: Recognised three (3) year National Diploma (NQF Level 6) in Business Administration, Public Management/Administration or equivalent qualification. A minimum of 3-5 years in administration department. Valid driver’s licence Code EB. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Skills –Proven report writing and presentation skills in the public sector and its legislation framework. Good communication skills and people empowerment. Planning and execution. Proven computer literacy, including advanced MS Word, ME Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill. Values /Attributes – Confidence to embrace an inclusive style of leadership. Leading by example, displaying the highest level of integrity aligned to the values of the College. Judgement, adapted yet single-minded, given to big-picture thinking yet detail focused.

DUTIES: Manage the administration of the overall student registration. Oversee the provision of student financial aid and bursary services support. Manage the administration of student learning materials. Manage the coordination of career exhibition services. Manage all human, financial and other resources of the unit.

ENQUIRIES: Venter T Mrs Tel No: (034) 980 1010

POST 23/07: ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENT REF NO: MTH/PP/7/2020

SALARY: R470 040 per annum (Level 10) Plus Benefits

CENTRE: Vryheid


DUTIES: Manage the provision of examination services. Manage training of Invigilators, Markers and Data Capturer. Manage the establishment of the function of Irregularity Committee. Manage the control of issuing of the certificates. Manage proper administration of the examination unit. Manage all human, financial and other resources of the unit.

ENQUIRIES: Venter T Mrs Tel No: (034) 980 1010

POST 23/08: ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: MTH/PP/8/2020

SALARY: R470 040 per annum (Level 10) Plus Benefits

CENTRE: Vryheid

REQUIREMENTS: Recognised National Diploma or Bachelor’s Degree in Communication or Marketing or equivalent qualification. Valid driver’s licence Code EB. 3 – 5 years in communication environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management and development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant
legislation. Skills – Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal.

DUTIES: Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly communicate College camping on social Media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write stories for the college. Manage all human, financial and other resources of the unit.

ENQUIRIES: Venter T, Mrs Tel No: (034) 980 1010


SALARY: R376 596 per annum (Level 09) Plus Benefits

CENTRE: Vryheid

REQUIREMENTS: Recognised National Diploma (NQF 6) in Information Technology or related qualification. 3 – 5 years relevant experience in IT environment. Valid driver's licence Code EB. Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. Skills – Administering of computer hardware, software and network; Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal.

DUTIES: Develop, review and monitor the implementation of Information Communication (ICT) policies. Manage Information System. Manage and maintain network. Maintain ICT software and hardware. Provide intranet and internet services. Manage human, financial and other resources of the unit.

ENQUIRIES: Liversage SA, Mrs Tel No: (034) 980 1010

POST 23/10: ASSISTANT DIRECTOR: FINANCE REF NO: MTH/PP/5/2020

SALARY: R376 596 per annum (Level 09) Plus Benefits

CENTRE: Vryheid


DUTIES: Collect and record revenue entailing: Cashier, banking service and electronic payments, debt management, monitoring and reporting on revenue. Manage expenditure entailing: Compensation of employees, goods and services, transfers and subsidies, reporting. Supervise employees to ensure an effective financial accounting service.

ENQUIRIES: Liversage SA, Mrs Tel No: (034) 980 1010
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for correctional services is an independent statutory body established to facilitate the inspection of correctional centres in order that the Inspecting Judge may report on the treatment of inmates and on conditions in correctional centres.

APPLICATIONS: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 800.

CLOSING DATE: 23 October 2020

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver’s license where applicable) not older than 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). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services 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 six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised post. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to Public Service Act of 1994.

OTHER POSTS

POST 23/11: LAW CLERK – ASSISTANT DIRECTOR REF NO: JI-0952020
(12 months contract)
Directorate: Legal Services

SALARY: R376 596 per annum (Level 09), plus 37% in lieu of benefits.

CENTRE: Pretoria

REQUIREMENTS: The Judicial Inspectorate for Correctional Services (JICS) invites applications from suitable candidates seeking appointment as a Law Clerk for 2021. The Inspecting Judge of JICS is assisted by a Law Clerk whose primary function is to carry out legal research and assist the Inspecting Judge with lectures, speeches, public presentations and publications. Appointments are made for the period January 2021 to December 2021. The JICS seeks to ensure these appointments, generally, broadly represent the South African population in terms of race, gender and background. Applicants should be in possession of an LLB degree (or an equivalent or post-graduate degree) or in the final year of study for that degree and should display an interest in subjects relating to criminal law, criminology, penology and human rights. Academic excellence and research experience is recommended. Successful applicants will be subjected to a vetting process. Further details about the position can be obtained from the Office of the Inspecting Judge. An example of written work between 6 – 12 pages in length, which demonstrates critical legal analysis and is written solely by the applicant; and letters of recommendation from two referees, together with their names and contact details (including but not limited to their email addresses).

DUTIES: Research for the Inspecting Judge, Report writing, Ad hoc tasks allocated by the Inspecting Judge. Consolidate and analyse monthly statistical reports for the Inspecting Judge. Preference will be given to all women and people with disabilities.

ENQUIRIES: Mr. M Sello. Tel No: (012) 321 0303

POST 23/12: CHIEF ADMIN CLERK: AUXILIARY SERVICES REF NO: JI-95/2020
Directorate: Support Services

SALARY: R257 508 per annum (Level 07)
CENTRE: Cape Town

REQUIREMENTS:
Applicants must be in possession of a senior certificate/Grade 12, Degree/National Diploma in Public Administration/Management or equivalent relevant qualification plus relevant 2-3 HRM experience. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver’s licence. Skills and competencies: Computer literacy (MS Office); PERSAL; Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills. Working experience and exposure in the inter-justice sector will be an added advantage.

DUTIES:
Responsible for reception and registry services, ensure the implementation of file plan, human resource policies such as, leave administration, state accommodation, performance management, development system grievances, disciplinary procedure, Injury on Duty, transfers, and termination of services.

ENQUIRIES:
Ms S Suliman Tel No: (021) 421 1012
ANNEXURE E

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Assistant Director: Training Logistics. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.

APPLICATIONS FOR ATTENTION: The Principal: National School of Government, Private Bag X759, Pretoria, 0001
FOR ATTENTION: Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or E-mail at NSG.Recruitment@thensg.gov.za Please note faxed applications or direct email to NSG officials will not be accepted.

CLOSING DATE: 23 October 2020 @ 16h00
NOTE: Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be expected to sign a performance agreement within three months from the date of assumption. During the interview the shortlisted candidates will be required to write a technical exercise test that is relevant to the post. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POST

POST 23/13: ASSISTANT DIRECTOR: TRAINING LOGISTICS REF NO: NSG 07/2020
Branch: Professional Support Services

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria

REQUIREMENTS: Appropriate relevant three year Degree/National Diploma or equivalent qualification (NQF level 7). 1-2 years’ experience in training and development logistical support services. Knowledge: Knowledge of the Education, Training and Development (ETD) environment, National Qualifications Framework, and adult and action learning principles and strategies. Good understanding of the interface with other functional areas and ability to integrate effectively. A good theoretical and practical knowledge of delivery of training projects on a large scale. Knowledge of statutory prescripts and national priorities pertaining to the Public Service, Knowledge of a range of methodologies for training and learning, Knowledge of financial management procurement procedures. Problem solving as well as to specify, design or evaluate, and implement re-engineered work process and technology. Competencies/Skills: Excellent organising and planning skills, good administrative skills, training event management /coordination skills, good communication and presentation skills; proven ability to apply qualitative and quantitative information towards decision taking; basic project proposal and report writing skills, ability to work as a team, ability to track training projects and computer literacy in Microsoft Office Site, TMS system and Visio and Excel.

Personal Attributes: Innovative, Service oriented work ethic, Confidence, Integrity, Diverse Management and culture sensitivity, Assertiveness and Resilience.

DUTIES: Co-ordination of course nomination and registration of learners. Receive and ensure that the case file from the Contact Centre contains all required documents before proceeding with the coordination activities. Monitor and verify that minimum stock levels of material are available at all times. Ensure adherence of venues and catering to NSG standards. Prepare accurate and up-to-date statistics on the number of events organised and officials trained on a weekly basis. Manage the planning scheduling of course and provision of learning material for all training events, Manage records related to training events and ensure submission of REQ’S to M&E and assessment to Learners Records. Facilitate the completion of Reaction Evaluation Questionnaires, Facilitator feedback forms and assessment
and submit to the relevant unit for report purposes. Ensure attendance registers are submitted on the last day of the course. Initiate and process service provider’s payments and invoice to clients and follow-up on payments. Ensure that training providers paid within 30 days from the day of receiving the invoices as per Public Finance prescripts. Consolidate training programmes in the event of pre-payment. Manage printing of learning materials in consultation with suppliers and relevant units. Sourcing of quotations timeously in line with PFMA requirements. Verify submitted Tax clearance, BEE certificates and ensure that SBD forms are completed correctly before submission to SCM unit. Assist in dissemination of information to all stakeholders and reporting on activities. Promote the good image of the NSG at all times by providing quality training logistical services. Compile monthly and quarterly reports. Support in supervision of subordinates and other participants in sub-component activities.

ENQUIRIES:
Mr A Koloko Tel No: (012) 441 6016
Kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

CLOSING DATE: 19 October 2020 at 12:00 pm

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

MANAGEMENT ECHELON

POST 23/14: CHIEF DIRECTOR: FINANCIAL MARKETS, STABILITY AND PRUDENTIAL REGULATION REF NO: S057/2020

Division: Tax and Financial Sector Policy (TFSP)

Purpose: Maintain and enhance the policy and prudential regulatory framework for the financial markets sector and the promotion of financial stability, working closely with all financial sector regulators.

SALARY: R1 251 183 – R 1 495 956 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A minimum Bachelor’s Degree in Economics/Financial Markets Economics, A minimum 5 years’ experience at a senior managerial level (Director) obtained in a policy development and research environment, An in-depth knowledge of financial instruments and the applicable regulatory and legal frameworks, Experience of regulatory reform pertaining to policy development and implementation, 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: Financial Markets Policy Development: Develop financial sector policies in the Financial Markets & Competitiveness, Prudential Regulation and Financial Stability, Influence the international financial sector agenda in the through the development and implementation of relevant financial sector policies, Develop policies in compliance with the Financial Sector Assessment Programme requirements Financial Legislation Development: Facilitate the development, enactment and implementation of financial sector legislation, Improve financial reporting system and corporate governance in South Africa Regulatory Framework: Facilitate the establishment of a single regulator for the financial services sector, Develop appropriate regulatory frameworks for the financial markets Stakeholder Management: Advise the Minister on all matters relating to the financial sector, Establish and maintain relationships with the domestic and international supervisory authorities and organisations within the financial services sector, including, South African Reserve Bank; Financial Services Board; National Credit Regulator; Banking Association of South Africa; Life Officers Association; Common Monetary Area; Committee of Insurance, Securities and Non-banking Financial Authorities; Policy Board for Financial Services and Regulation; Financial markets Advisory Board; Southern African Development Community; and Co-operative Banks Development Agency.

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

APPLICATIONS: may be sent via e-mail to Recruit.TPFSP@treasury.gov.za
CHIEF DIRECTOR: SPECIALISED AUDIT SERVICES REF NO: S058/2020
Division: Office of the Accountant-General (OAG)
Purpose: To provide performance audit and investigative capacity on a broad range of financial management issues and procurement process in all spheres of government (Regulatory).

SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Internal Auditing, A CIA (Certified Internal Auditor) or CFE will be an added advantage, 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, 5 years’ experience at a Senior Managerial level (Director), obtained in Auditing, In-depth understanding of Business risk and risk management techniques; Knowledge of Internal auditing standards, responsibilities, code of ethics, and certification, In-depth knowledge of corporate governance, the role of audit committee, board, and executive and operating management, Knowledge and experience of leading-edge audit department practices, Forensic audit practices, new technologies and audit automation tools, and Experience in business process re-engineering, outsourcing, and co-sourcing.

DUTIES : Some key Outputs include: Rectify breakdown of financial management in all spheres of Government: Develop a flexible risk-based strategic and annual intervention plan, Aligned with financial management objectives, risks or control concerns, Submit plan to Accountant-General for review and approval, Manage the implementation and execution of the financial management intervention plan, Approve appropriate tasks or projects requested by management and the Accountant-General, Manage in-house staff and external service providers, Assign skilled auditors to perform engagement, Investigate fraud and corruption in all spheres of Government: Develop a fraud and corruption management framework for all spheres of government, Develop and implement fraud and corruption investigation policy, strategy and methodology, Manage and coordinate the execution of forensic investigations (fraud & corruption), Assist clients in developing action plans to address causes of fraud and corruption as identified during investigations and fraud risk assessments, Co-ordinate and monitor actions taken against perpetrators and recovery of losses. Evaluate and validate systems financially, their institutional integrity and institutional performance in National, Provincial & Local Government Institutions: Evaluate the process/processes by which a government institution (or a component of the institution) achieves its strategic and operational objectives with a view to recommending actions to improve the economy, efficiency and effectiveness of its operations, Evaluate the adequacy and effectiveness of controls in key business processes and related risks (linked to the strategic objectives / risks of a particular government institution), Evaluate internal controls within the information technology system environment; ensure the validity, reliability and security of information, the assessment of the information technology system environment. Report on findings and recommend remedial steps where necessary and liaise with other organs of state: Provide accurate reports to relevant stakeholders in respect of Findings and recommendations on how risks are being managed, Agreed on management action plans and Accountability for the execution of management action plans, Issue periodic reports to the Accountant-General summarizing results of audit activities. Report monthly to the Accountant-General on the details of the activities for the preceding period, Results of the reviews undertaken and finalised during the preceding period, and Progress against the approved annual intervention plan, including any deviations from the approved plan.

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

DIRECTOR: ACCOUNTING SUPPORT AND REPORTING (JUSTICE & PROTECTION SERVICES CLUSTER) REF NO: S059/2020
Division: Office of the Accountant-General (OAG)
Purpose: To facilitate the provision of support pertaining to financial management, and the implementation of accounting frameworks, standards and guidelines in compliance with regulatory frameworks, promoting effective financial management within the Justice & Protection Services Clusters Cluster.

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Commerce/ Accounting/ Economics, 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. A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in an Accounting environment, Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS and GRAP Knowledge and experience of the PFMA, MFMA, TR and other relevant government prescript.

**DUTIES**

Some key outputs include: Financial Management and Reporting: Scrutinise clients audit findings and advice on the most appropriate remedy for implementation, Implement and monitor mechanisms to track progress on the resolution of audit findings through engagement with clients and their audit reports, Report on the financial management capability and progress on the resolutions of audit outcomes, Identify transversal policy limitations and gaps for implementation of suitable interventions, Provide advice on the preparation of annual financial statements, interpretation of management accounts for National Departments, Implement Accounting Frameworks, Standards and Guidelines: Initiate the development of accounting frameworks, standards, guidelines and related transversal accounting policies, Facilitate workshops and training on frameworks, standards, guidelines and accounting policies, Facilitate knowledge sharing within the portfolio and participate on governance structures at various institutions, coordinating CFO and PAG forums, Develop and implement plans in support of new financial reporting requirements, Monitor and support on the implementation of the asset management guidelines. Consolidate National Government Portfolio: Consolidate support of national departments and listed public entities within the cluster, Design a consolidation model in support of the provincial treasury in line with the consolidation of provincial departments and their public entities, Identify unlisted entities for inclusion in the consolidation of PFMA list of public entities, Interim Financial Statements: Collect Interim Financial Statements (IFS) from National Departments for reviewing, Provide feedback and guide on the quality and appropriateness of completed Interim Financial Statements (IFS).

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100.

**APPLICATIONS**

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

**POST 23/17**

**DIRECTOR: FORENSIC AUDIT SERVICES REF NO: S060/2020**

Division: Office of the Accountant-General (OAG)

Purpose: To investigative breaches in financial management matters in all spheres of government (Regulatory).

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A minimum Degree in Auditing/ Legal/ Risk Management, The Certified Fraud Examination designation (CFE) will be an added advantage, 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, A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in fraud and corruption investigation, In-depth knowledge and understanding of Fraud risk and effective risk management techniques, Knowledge of Forensic audit practices, Knowledge and experience of latest technologies and audit automation tools, Knowledge of business process re-engineering, outsourcing and co-sourcing.

**DUTIES**

Some key outputs include: Financial Management and Reporting: Scrutinise clients audit findings and advice on the most appropriate remedy for implementation, Implement and monitor mechanisms to track progress on the resolution of audit findings through engagement with clients and their audit reports, Report on the financial management capability and progress on the resolutions of audit outcomes, Identify transversal policy limitations and gaps for implementation of suitable interventions, Provide advice on the preparation of annual financial statements, interpretation of management accounts for National Departments, Implement Accounting Frameworks, Standards and Guidelines: Initiate the development of accounting frameworks, standards, guidelines and related transversal accounting policies, Facilitate workshops and training on frameworks, standards, guidelines and accounting policies, Facilitate knowledge sharing within the portfolio and participate on governance structures at various institutions, coordinating CFO and PAG forums, Develop and implement plans in support of new financial reporting requirements, Monitor and support on the implementation of the asset management guidelines. Consolidate National Government Portfolio: Consolidate support of national departments and listed public entities within the cluster, Design a consolidation model in support of the provincial treasury in line with the consolidation of provincial departments and their public entities, Identify unlisted entities for inclusion in the consolidation of PFMA list of public entities, Interim Financial Statements: Collect Interim Financial Statements (IFS) from National Departments for reviewing, Provide feedback and guide on the quality and appropriateness of completed Interim Financial Statements (IFS).
POST 23/18

DIRECTOR: SCM CLIENT SUPPORT REF NO: S070/2020
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To provide SCM client support services towards improving SCM capability and performance.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Communications/Public Relations, 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. A minimum of 5 years’ experience at a middle or senior management level within a Communications and Public relations environment. Knowledge of Supply Chain Management will be an added advantage; and Knowledge and ability to interpret and apply public SCM legislative and regulatory frameworks.

DUTIES: Strategy and Policy: Implement the SCM policy frameworks/directives across the identified spheres of government. Implement the SCM client support plans by tailor-making the: Products and services, and Client engagement, provide input into the development of government policy, norms, standards, frameworks and guidelines for SCM-related operations support services. Stakeholder Management: Respond, coordinate and fulfill client requests for support services, including knowledge and skills transfer in SCM, Create and maintain client information for communications for post reviews and assessments, Actively participate in the OCPO driven outreach activities and major engagements by providing insight knowledge of the focus stakeholders Product and Service Management: Support the rollout of revisions to SCM policy through workshops, on-the-job training on, but not limited to: New guidelines, Instructions notes, Revised processes, Implement corrective measures on areas identified through monitoring and compliance, Client Support Interventions: Prescribe and monitor extended SCM, Monitor the facilitations and offerings on SCM improvement, Endorse SCM content for training, Review and Development: Develop review mechanisms for SCM developmental areas in identified spheres of government.

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

POST 23/19

DIRECTOR: LOCAL GOVERNMENT FISCAL FRAMEWORK REF NO: S076/2020
Division: Intergovernmental Relations (IGR)
Purpose: To manage the annual review of the local government fiscal framework as well as provide policy advice on reforms to the local government fiscal framework that will enhance the ability of municipalities to provide frontline services such as water, sanitation and electricity

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/Finance, 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. A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in intergovernmental fiscal system, public finances and the local government system, Proven financial and economic analysis and policy development skills, Good interpretation skills with the ability to communicate both verbally and in writing. Proven ability to project manage tasks and work within a team, Computer literate with good understanding of MS Excel, Word, PowerPoint and so forth, People management skills, client orientation and customer focus.

DUTIES: Some key outputs include: Local Government Fiscal Framework Coordination: Represent local government in the national budget processes to ensure alignment between government strategies, expenditure responsibilities of municipalities, and the available funding envelope. Prepare local government fiscal frameworks for MTEF and in-year adjustments budget processes and present to appropriate forums, Provide advice and inputs into the annual division of revenue regarding local government, Manage intergovernmental coordination forums through preparation and provision of technical analysis on the local government fiscal framework. Local Government Equitable Share: Undertake annual technical updates to the local government equitable share formula. Undertake ad hoc policy reviews of the local government equitable share formula. Local Government
Conditional Grants: Develop and implement a local government conditional grant framework and allocations in consultation with other units in National Treasury, the relevant transferring national officers and organised local government, Undertake ad hoc policy reviews of the local government conditional grants system. Local Government Fiscal Policy: Embark on policy reviews of the local government fiscal framework to enhance the ability of municipalities, including different categories and types of municipalities, to achieve their service delivery and developmental objectives, Participate in the development of indigent policies and pro-poor policies impacting on local government in general, Participate in the development of policies impacting on the funding of local government in general. Division of Revenue: Provide inputs in the development of the annual Division of Revenue Bill (DoRB) and Division of Revenue Amendment Bill (DoRAB), including drafting the local government aspects of Annexure W1 to the annual DoRB, DoRAB, Medium Term Budget Policy Statement, Budget Review and other relevant National Treasury publications, Assist in the processing of DoRB and DoRAB through Parliament.

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

POST 23/20: DIRECTOR: PROVINCIAL FISCAL FRAMEWORK REF NO: S077/2020
Division: Intergovernmental Relations (IGR)
Purpose: To coordinate the annual fiscal framework reviews and provide a policy advice platform on the funding requirements needed for the different sectoral frontline services in health, education and social development.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Finance, 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, A minimum of 6-10 years’ experience at a middle management level (Deputy Director) obtained in intergovernmental fiscal system, public finances and the local government system, Proven financial and economic analysis and policy development skills, Good interpretation skills with the ability to communicate both verbally and in writing, Proven ability to project manage tasks within set deadlines and work within a team.

DUTIES: Some key outputs include: Provincial Fiscal Framework Coordination: Represent provinces in the national budget processes to ensure alignment between government strategies, expenditure responsibilities of provinces, and the available funding envelope, Prepare provincial fiscal frameworks for MTEF and in-year adjustments budget processes and present to appropriate forums, Provide advice and inputs into the annual division of revenue regarding provinces. Provincial Equitable Share: Undertake annual technical updates to the provincial equitable share formula, Undertake ad hoc policy reviews of the provincial equitable share formula. Provincial Conditional Grants: Develop and implement a provincial conditional grant framework and allocations in consultation with other units in National Treasury, the relevant transferring national officers and provincial treasuries, Undertake ad hoc policy reviews of the provincial conditional grants system. Provincial Fiscal Policy: Embark on policy reviews of the provincial fiscal framework to enhance the ability of provinces, to achieve their service delivery and developmental objectives, Participate in the development of policies impacting on the funding of provinces in general. Division of Revenue: Provide inputs in the development of the annual Division of Revenue Bill (DoRB) and Division of Revenue Amendment Bill (DoRAB), including drafting the provincial aspects of Annexure W1 to the annual DoRB, DoRAB, Medium Term Budget Policy Statement, Budget Review and other relevant National Treasury publications, Assist in the processing of DoRB and DoRAB through Parliament.

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

Division: Intergovernmental Relations (IGR)
Purpose: To develop and update local government fiscal framework as it relates to local government taxation and revenue powers and private sector financing of municipal infrastructure.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Finance, 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. A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in intergovernmental fiscal system, public finances and the local government system, Proven financial and economic analysis and policy development skills, Good interpretation skills with the ability to communicate both verbally and in writing, Proven ability to project manage tasks within set deadlines and work within a team, Computer literate with good understanding of MS Excel, Word, PowerPoint and so forth, People management skills, client orientation and customer focus.

**DUTIES**

- Some key outputs include: Municipal taxation policies: Undertake research, technical analysis and policy development regarding reforms to existing and possible new taxation powers of local government in line with the requirements of the Municipal Fiscal Powers and Functions Act. Monitor the impact of property valuation and rating systems, as contained in the Municipal Property Rates Act, on municipal viability and the local Government financial framework. Municipal surcharges and revenue sharing: Undertake research, technical analysis and policy development regarding surcharges on municipal services, Obtain data and determine the sharing of the general fuel levy with metros. Financing of municipal infrastructure: Develop policy and legislation that supports the introduction and enhancement of innovative land based finance solutions to support infrastructure financing, Provide support to stakeholders to assist them with the implementation of municipal borrowing, development charges and other innovative land based finance solutions Municipal finance policy generally: Monitor legislation and other policy developments that impact on local government finances, Determine the implications of any municipal structural, service delivery or sector reform on the finances of municipalities (Individually or as a collective) Intergovernmental fiscal policy coordination: Liaise at high-level with other units in National Treasury and other appropriate national and local government departments and institutions on the local government fiscal framework, including municipal taxation and national policy reforms impacting on local government.

**ENQUIRIES**

- Human Resources Management on Tel No: (012) 315 5100.

**APPLICATIONS**

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

**POST 23/22**

- **DIRECTOR: MUNICIPAL FINANCE RECOVERY SERVICE REF NO: S082/2020**

  Division: Intergovernmental Relations (IGR)

  **Purpose:** Manage and oversee the municipal finance recovery services as determined by the Municipal Finance Management Act, 2003 (Act No.56 of 2003) (MFMA) and develop recovery measures for implementation.

**SALARY CENTRE**

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

**REQUIREMENTS**

- A minimum Degree in Public Finance/Public Administration/Economics/Accounting/ Business Economics. A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in the development and reviewing of a financial recovery framework. Knowledge and experience in the implementation of a financial recovery framework, Undertaking of institutional and organisational and service delivery arrangements in municipalities, Knowledge and experience of the intergovernmental and fiscal framework, Knowledge and experience in the coordinating of financial disputes, Knowledge and experience in developing resolutions for financial challenges within municipalities, 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: Advice on the Legislative Framework as it pertains to the resolution of financial problems in municipalities: Provide advice based on the provisions set out in municipal legislation to assist resolving financial challenges in municipalities, Apply the legislatives frameworks and guidelines in the execution of interventions to legislatively support local government Application of Institutional Reforms: Propose institutional reforms for implementation of a financial recovery framework, Initiate the implementation of cross cutting measures and practices aimed at improving the performance of local government, Align holistic reforms and transformation measures to sustain a feasible financial recovery plan Analyse and Evaluate Financial Outcomes: Analyse and evaluate financial challenges within municipalities and develop measurable recovery plans, Evaluate reviews of financial information, service delivery information and performance, Analyse and evaluate financial outcomes and present to relevant stakeholders, Analysis and interpretation of performance and financial measures to support recommend changes Stakeholder Engagement: Respond to clients’ concerns and initiate the correct interventions through the determination of the financial recovery framework, Consult stakeholders through the MFRS framework and develop tools that can
enhance the effectiveness of municipal performance. Provide support and advice on financial management and recovery plans in local government.

ENQUIRIES: Human Resources Tel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.IGR@treasury.gov.za

POST 23/23: DIRECTOR: INVESTMENT PLANNING REF NO: S079/2020
Division: Intergovernmental Relations (IGR)
Purpose: To provide technical support and guidance to stakeholders on Investment Planning matters pertaining to the management and Technical Assistance of grants within the Neighbourhood Development Programme.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Urban Development/ town and Regional Planning/ Development Planning, 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, A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in Investment Planning and Development of grants, Experience in grant fund management, Knowledge and experience of municipal service delivery challenges, Knowledge and experience of the broader legislative frameworks pertaining to investment planning in alignment with Public Finance Management Act (PFMA), the Municipal Finance Management Act (MFMA) and other related policies and frameworks, Knowledge of project analysis and oversight.

DUTIES: Some key outputs include: Investment Planning: Develop the Investment Operations Plan in alignment with targets and objectives, Overseer technical project support and facilitate project standardised proposals in conjunction with clients for implementation, Align and integrate different specialisations through best practices, Manage the resolution of stakeholder and concerns in ensuring clients’ expectations are met, Influence the Investment Planning process and develop an Investment Planning strategy for implementation, Grant Management and Utilisation: Coordinate grants utilisation and allocation of cash flow and monitor standards and client requirements, Develop and implement benchmarking programmes for grant allocation and management, Monitor progress, evaluate and report on municipal planning and processes in alignment with the Investment Planning process on Grant allocations and distribution.

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

POST 23/24: DIRECTOR: NATIONAL BUDGETS REF NO: S080/2020
Division: Budget Office (BO)
Purpose: To manage the work of the National Budgets directorate which involves developing and coordinating processes to ensure that the national government budget determination and expenditure reporting process is run in an efficient and effective manner in accordance with relevant legislation and policies.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/Public Administration/ Public Finance, 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, A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in government budget planning and fiscal policy development, In-depth knowledge and experience of the government policy framework on budget planning, Knowledge of the public sector budget processes policy and medium term policy planning.

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

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

POST 23/25: DIRECTOR: BUDGET REFORM REF NO: S081/2020
Division: Budget Office (BO)
Purpose: To research and co-ordinate budget reform projects in the improvement of quality of the budget and engage stakeholders on budget reforms proposals and to develop and maintain a budget data portal accessible to the citizens of the country.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Finance/ Accounting, 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, A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in development reform and implementation of budget structures, Knowledge and experience of the government policy framework, Knowledge and experience of research, policy development and implementation, Knowledge and experience in the dissemination of data for budget reform purposes.

DUTIES: Some key outputs include: Research and Coordinate Budget Reform Processes: Comprehensive, reader-friendly and well communicated Budget guidelines (currently- Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Adjusted Estimates of National Expenditure (AENE) guidelines), Also drive critical decision-making process in this regard, Credible, comprehensive and quality information in the budget submissions, ENE and AENE, Well-coordinated research portal on budget reform, determine the reform agenda that comprises properly researched budget reform initiatives, Well managed and coordinated budget reform projects. Develop and maintain budget data portal meeting the international standards: Development of an online and active data portal containing budget and related information, provide for business intelligence and basic data analysis tables, graphs, narratives available on latest budget data, provide links between the data portal and other related information sites owned by stakeholders to the portal, Daily maintenance of the portal. Improve Integrity of Performance Information and Reporting: Issue guidelines. Management and facilitation of the development of appropriate, coherent and accessible guidelines for enhancing programme performance information at the planning, budgeting and reporting levels of the budget cycle, properly communicated guidelines with internal and external stakeholders and roll out and training on the implementation of such guidelines. Responsible for setting up the central training, Lead the comprehensive review of performance information in the ENE publication and liaison with Public Finance division and departments to improve the quality of information. Response to international assessments on budget transparency: Coordination of responses to international assessments, surveys and reports in the facilitation of inputs to relevant stakeholders, participate in the discourse on the development of the surveys and improvements, Create awareness on the surveys and benefits within the department. Participation in national and global initiatives on the budget agenda: Participate in network activities of the Global Initiative for Fiscal Transparency (GFT), Participation in the Collaborative Africa Budget Reform Initiative (CABRI) initiative and other international initiatives (Open Government Partnership (OGP). Lead responses to
any budget reform related training requirements by domestic and foreign delegates.

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

POST 23/26: DIRECTOR: FORECASTING REF NO: S052/2020
Division: Economic Policy (EP)
Purpose: To provide forecasting's on the status of the South African economy over the MTEF period and sustain the National Treasury Quarterly Model (QMOD) in the executing of policy analysis and the rendering of advice to stakeholders.

SALARY: R1057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/Mathematical Economics/Econometrics, 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, A minimum of 5 years’ experience at a middle management level (Deputy Director) obtained in macro-econometric modelling design and development environment, Knowledge and experience in interpreting, analysing and disseminating of economic results, Thorough understanding of South African economic trends, data dissemination of information, Knowledge and experience in formulating policies, and programming models, Knowledge and experience of the E-VIEWS software programme application, Relevant sector specific knowledge.

DUTIES: Some key outputs include: Economic Forecasts over the MTEF: Provide an informative MTEF projection on the forecasting of the South African economy, Initiate a forecasting explanatory briefing session with clients on the core aspects of economic projection for a particular period, Simulate forecasts on economic growth and tax related models based on revenue expectations over a financial year Sustainability of Quarterly Model (QMOD): Initiate the updating of the QMOD on the availability of projected data analysis and its impact on the economy, Provide equations in the QMOD for data integrity and advancement of information usage, Propose changes to the QMOD to stay in touch with environmental changes and integrate said changes in the model, Develop a policy analysis model in alignment with the QMOD and provide data for utilisation and relevance to stakeholders, Develop new models to sustain the enhancement of data credibility Engage Stakeholder on Policy Analysis and Development Initiatives: Initiate policy analysis and development processes in conjunction with stakeholders, Provide theoretical well researched reports in alignment with modelling development methodologies and expectations of stakeholders, Engage stakeholders on policy development inputs and the improvement of data integrity on analysis of data, Engage stakeholders on the latest economic modelling developments and trends and illustrate their benefits to the economy Research and Benchmarking: Initiate the research on the latest forecasting tools and methodology with recognised national and international institutions, Engage prospective stakeholders on newly developed tools for implementation, Initiate benchmarking exercises with reputable institutions and alignment with market requirements relevant with regard latest innovations trends pertaining to benchmarking, Develop an accessible platform for stakeholders in the co-ordination and governance of complex value-added forecasting projects.

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

POST 23/27: DIRECTOR: SECONDARY SECTOR REF NO: S068/2020
Division: Economic Policy (EP)
Purpose: Monitor and evaluate economic developments in the secondary sector of the economy i.e. manufacturing and construction sectors for their analysis and provision of advise on the socio-economic impacts of policy proposals.

SALARY: R1057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Econometrics A minimum 5 years’ experience at a middle management level (Deputy Director) in economic and sectoral policy analysis Knowledge and experience of applied microeconomics principles Knowledge of the different research engines Knowledge and experience in analysis and interpretation of economic policy outcomes 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: Secondary Sector Analysis: Initiate research and compile reports on developments in the secondary sector in the identification of implications for government policies and priorities e.g. growth, employment and investment, Provide in-depth analysis of the socio-economic impact of policy proposals, Utilise information from micro-economic and macro-economic databases to strengthen indicators in the enhancement of economic analysis, Provide inputs to speaking and briefing notes, memos and speeches for EXCO of the National Treasury, Develop and implement a National Treasury strategy on real economy and other related policy matters, Provide Policy Advice on Secondary Sector: Provide inputs on the preparation of speaking and briefing notes, memos and speeches pertaining to policy impacting the secondary sector, Provide economic analysis on policy discussions in conjunction with other stakeholders and assist with the development of National Treasury’s policy position on secondary sector issues, Represent National Treasury on inter-governmental forums on issues impact the secondary sector, Initiate Research on the Development of the Secondary Sector: Identify research gaps and conduct research into related policy developments in the secondary sector space, Analyse research results and initiate benchmarking exercises with international recognised institutions on best practices and trends, Engage stakeholders on policies matters which affect key government priorities in the secondary sectors, National Budget, MTBPS: Manage and coordinate the assumptions process for budgetary preparation for integration into the Budget Review and MTBPS on sectoral analysis and amendments.

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

**APPLICATIONS**: e-mail to Recruit.EP@treasury.gov.za

**POST 23/28**: DIRECTOR: DEBT ISSUANCE AND MANAGEMENT REF NO: S075/2020
Division: Asset and Liability Management (ALM)
Purpose: Finance the government’s borrowing requirements through the issuance of government securities in the domestic and international capital markets and manage the government’s existing stock of debt to broaden the total investor base

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A Degree in Economics/Financial Economics/Investment Management /International Economics pertaining to the money and capital markets, A minimum 5 years’ experience obtained at a middle management level in financial markets operations, Knowledge and experience of different research methodologies, Knowledge and experience of market analyses related to information for utilisation in the broader business, Knowledge and experience of dealing with various foreign interest rate markets and currencies, Experience in qualitative and quantitative summarisation/ analyses of domestic and foreign debt reports, 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: Finance borrowing requirement in domestic and international capital markets: Develop and implement a domestic and foreign borrowing strategy for the National Treasury, Initiate the issuing of government securities in the domestic and international capital markets, Implement benchmark bonds in the domestic and international capital markets, Determine the finance measures of government’s borrowing requirements in the domestic and international capital markets, Stakeholder Engagement: Develop and implement tools that will improve the investor base, Develop and implement an investor website to improve stakeholder engagement, Engage domestic and foreign investor stakeholders, through road shows and other mediums, Develop relationships with stakeholders like banks, domestic and foreign investors and engage lawyers on certain conditional requirements, Disclose listing requirements in domestic and offshore bond issuance: Initiate the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan, Adhere to disclosure and listing requirements associated with domestic and offshore bond issuance, Engage stakeholders on general information in the sourcing and exchange of processing, Verify information for correctness and ensure their accuracy, Domestic and Foreign currency debt: Coordinate the debt portfolio in order to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information, Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio, Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation, Perform Research on markets volatility, Initiate research on capital markets pertaining to market volatility in the prudent management of debt,
Perform research on local and international markets to stay abreast of developments impact on foreign debt management issues. Analyse and provide inputs to briefing notes and speeches.

ENQUIRIES : Human Resources Tel No: (012) 315 5100
APPLICATIONS : e-mail to Recruit_ALM@treasury.gov.za

OTHER POSTS

POST 23/29
SENIOR FINANCIAL ANALYST: ACCOUNTING, SUPPORT & REPORTING (CLUSTER AND LOCAL GOVERNMENT SUPPORT) REF NO: S061/2020
Division: Office of the Accountant-General (OAG)
Purpose: To prepare consolidation of Annual Financial Statements (AFS) of government departments, institutions and public entities and render support to Local Government pertaining to accounting issues.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree in Financial Accounting, A minimum of 4 years’ experience in the preparation of management packs, consolidation and group accounts, Knowledge of finance in government environment, Proven knowledge of implementation of Accounting Standards (e.g. IFRS).
DUTIES : Some key Outputs include: Information for Consolidation: Identify new constitutional institutions and public entities for consolidation, Collect Annual Financial Statement of all relevant government departments, institutions and entities once available for consolidation. Consolidation of Annual Financial Statement: Prepare Consolidated Annual Financial Statement for both national departments and entities, Facilitate learnership workshops for CFO’s, Provincial Accountant-General (PAG’s) and relevant officers on consolidation reporting, Reporting regularly on progress on financial statements preparation and support strategies for national department and public entities. Training and Support: Assist national departments and public entities in addressing audit qualifications and any other matters that were identified on their management report, Provide accounting support in the public sector in compliance with the PFMA and the Constitution, Train National Departments, public entities and PAG’s on any new accounting developments, AFS temple and financial statement preparation. Assist national departments with the preparation and interpretation of monthly management accounts. Provide inputs for development of Accounting Standards and Accounting Framework: Assist in the development of accounting frameworks, standards, guidelines and transversal accounting policies. The preparation of cluster national departments and public entities consolidated annual financial statements.

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

POST 23/30
SENIOR ANALYST: INTERNAL CONTROL SYSTEMS AUDIT REF NO: S062/2020
Division: Office of the Accountant-General (OAG)
Purpose: To conduct electronic data acquirement and analysis in the provision of performance auditing in all spheres of government on a broad range of financial management and internal control systems in the Supply Chain Management of Public Procurement processes in accordance with the Standards for Professional Practice of Internal Auditing of the Institute of Internal Auditors’ and Association of Certified Fraud Examiners on Cyber IIA; and other best practices.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/Degree in Commerce/Internal Auditing/ Auditing/ BSc Information Technology is required, A certification as a Certified Internal Auditor (CIA), CISA, CA (SA), ACFE Cyber, will be an added advantage, A minimum of 4 years’ experience in the application of International Standards for Professional Practice of internal auditing and principles of performance auditing, Knowledge and experience in the application of Project Management methodologies, Knowledge and experience in the application of ACFE Cyber standards, Knowledge and experience in the manipulation of data software ACL, SAS, FTK, N-Case, Notebook Analyst, Knowledge of the PFMA, Treasury Regulations, Supply Chain Management Policies and the broader Public Service Regulatory Framework.
DUTIES : Some key Outputs include: Performance auditing: Identify and prioritize risk areas for targeting for performance auditing, Provide inputs to the Performance auditing approach and methodology, Initiate the Performance auditing plan and resource
SENIOR FINANCIAL ANALYST: MUNICIPAL FINANCE MANAGEMENT ACT (MFMA) CAPACITY BUILDING AND TRAINING REF NO: S074/2020

Division: Office of the Accountant General (OAG)
Purpose: Coordinate, monitor and facilitate the implementation of Municipal Finance Management Act (Act 56 of 2003) and related capacity building initiatives in the National Treasury and the rest of Government.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum degree in Economics/Public Financial Management/Accounting/Internal Audit/ Risk Management, A minimum 4 years’ experience in capacity building/training on public finance management, Knowledge of public finance management frameworks, information analysis and report writing, In-depth knowledge in the maintenance of databases.

DUTIES : Policy Development: Develop, support, implement and maintain a Public Financial Management (PFM) Capacity Building Strategy for Local Government, Assist in the development and maintenance of competency frameworks, occupational profiles and learning frameworks for financial management (accounting, financial etc.), Assist in the consultative processes and development of strategies and frameworks for stakeholders, Support the development of the retention strategies for Municipal Internship Programme, Implementation: Assess existing finance related capacity in the Local Government sphere, Participate in the analysis of finance related capacity assessment results and contribute towards the development of appropriate capacity building solutions, Assist in the development of financial related curricula and qualifications in line with the QCTO framework, Monitor implementation of the strategies and frameworks and recommend corrective action and improvements to the PFM capacity building strategy and models for financial management, Develop appropriate Knowledge Management Systems, Support the implementation of both the Internship programme and minimum competency levels and other professionalization efforts, Financial Management (Accounting; Risk, Expenditure, Management Accounting etc.) Capacity Building: Participate in consultation with Government Institutions to address training needs and organisational constraints, Engage Cogta, National School of Government, SETA’s, higher education institutions, private sector training providers and relevant bodies in respect of MFMA training, Develop and revise training materials for MFMA, Coordinate and implement internal capacity building programmes, Prepare guidelines, reports and communiqué to support the implementation of the MFMA capacity building model, Monitoring and Evaluation (M&E): Participate in the collation of critical programme information sets across all municipalities to give effect to the M&E process, Support with the monitoring of the programmes to assess if all predetermined objectives are still consistent with the given DoRRA Frameworks and best practices, Support the coordination of the evaluation of the programmes on municipalities, Report the findings of the M&E with the relevant stakeholders.
POST 23/32 : SENIOR ECONOMIST: PRUDENTIAL REGULATIONS REF NO: S083/2020

Division: Tax and Financial Sector Policy (TFSP)

Purpose: To develop experimental-based policy through quantitative economic and financial research on the banking and non-banking financial sector in South Africa in support of prudential regulation

Salary : R869 007 per annum (all-inclusive remuneration package)

Centre : Pretoria

Requirements : A minimum Degree in Economics, A minimum of 4 years’ experience in financial economic analysis, Experience of credit analysis and banking analysis, Exposure to the financial sector/ markets/ exchange control regulation.

Duties : Some key Outputs include: Prudential Regulation on Bank and Non-Banking Financial Institutions: Develop and network to enhance the relationship with the Bank Supervision Department and Financial Sector Conduct Authority, Keep abreast of the state of health of the South African banking and non-banking financial system at the micro i.e. institution specific level, e.g. capital adequacy, profitability, solvency risks etc., Undertake focussed research on key areas of the banking sector vulnerability, Engage with regulators regarding financial sector regulatory development. Exchange Control and Regulatory Reform: Contribute to and facilitate progress on implementing a risk based prudential policy regime for foreign exposure, Focus on institutional, corporate and individual investors, Working with the SARB, analyse operations of cross-border financial institutions and cross-border capital flows and identify the relevant risks, Conduct focussed research on developing a prudential regulatory framework for inward and outward Foreign Direct Investment, Develop research for the introduction of a broad framework for the ownership of strategic assets / national champion companies. Regulatory Alignment: Contribute to policy and regulatory development through research, benchmarking international best practice and research through detailed analysis, Provide inputs to policy, debates and through briefing notes, Provide inputs & comments on issues relevant & related to prudential regulation. Prudential Regulation: Assist with oversight on the developments of prudential regulation on financial sector companies and general corporates, assist in the formulation of policies on the development and enhancement of prudential regulatory frameworks, Initiate the implementation of policies on prudential regulation.

Enquiries : Human Resources Management on Tel No: (012) 315 5100

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

POST 23/33 : SENIOR ECONOMIST: TERTIARY SECTOR REF NO: S067/2020

Division: Economic Policy (EP)

Purpose: Monitor, evaluate and provide advice on economic developments in the tertiary sector, pertaining to provision of services to transport, finance, tourism, etc. in the analysis of socio-economic impacts on industrial policy proposals in conjunction with stakeholders in government.

Salary : R869 007 per annum (all-inclusive remuneration package)

Centre : Pretoria

Requirements : A minimum Degree in Economics/ Econometrics, A minimum 4 years’ experience obtained in an economic policy analysis environment, Knowledge and experience of applied microeconomics, Knowledge and experience of the latest trends on research tools, Knowledge and experience in the dissemination and interpretation of economic policy outcomes.

Duties : Some key outputs include: Analysis of Research Findings: Compile impact reports on sector developments in the tertiary sector and identifying through research implications for the economy. Research and analyse factors that drive growth in the tertiary sector for enhancement and engagement with stakeholders, Initiate research and provide an in-depth analysis on the socio-economic impact of industrial policy proposals for consultation prior to implementation, thereof, Compile draft speaking notes and speeches based on research conducted in developments on current affairs in the tertiary sector, Develop databases of micro-economic and macro-economic indicators to assist in the estimation and projection of future costs and benefits within the sector. Provision of Policy Advice and Guidance: Provide inputs to draft briefing notes and memos on real economy and industrial policy issues for consideration by DG and Minister of Finance, Provide inputs into policy discussions and documents for consultation with stakeholders, Provide inputs on real economic and industrial policy matters developed in conjunction with other stakeholders, and represent National Treasury on stakeholder fora Analysis, Benchmarking and Research: Perform research and
provide assistance with factors influencing growth in the tertiary environment, Analyse research results on economic developments and initiating benchmarking exercises in line with international institutional best practices and trends, Perform market analysis on the feasibility of the provision of services pertaining to transport, finance, and other stakeholders, Engage stakeholders within the tertiary sectors on policies which influence the economy Project Management Support: Provide inputs to project plans and coordinate projects on the financial feasibility impact of the tertiary sectors, Develop measures on the safekeeping of information pertaining to expenditure commitments and monitoring trends within the tertiary sectors.

ENQUIRIES: Human Resources Tel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.EP@treasury.gov.za

POST 23/34: DEPUTY DIRECTOR: SOUTHERN AFRICAN CUSTOMS UNION REF NO: S084/2020
Division: International and Regional Economic Policy (IREP)
Purpose: To manage South Africa’s relations with SACU as an institution and bilateral relationships between South Africa and SACU Member States.

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: National Diploma/ Degree in Economics/Political Science. 4-6 years’ experience within a development institution/ policy/ financial environment. Knowledge of policy analysis and formulation of proposals/strategic papers/concept notes /briefing notes and cabinet memoranda; proven knowledge and experience of benchmarking and research with recognized international institutions will be an added advantage; Knowledge and experience on a diplomatic level will also serve as an added advantage.

DUTIES:
Policy Analysis: Assist with the formulation of National Treasury’s position papers on how South Africa should proceed with the future of SACU and the regional integration agenda, Provide inputs on the formulation of National Treasury position papers on the CMA, Provide inputs into cabinet memoranda and coordinate the Inter-Ministerial Committee process, Monitor and develop an in-depth profile of each SACU country’s economy, Assist with the development of bilateral policy positions with SACU member countries on finance and development.
Regional Integration: Assess the costs of association with SACU and evaluate the benefits of participation, Assess the extent of existing institutional arrangements and assistance to attain regional integration, Provide inputs to policy on co-operation with regional and global multilateral institutions on the development of SACU countries, Assist with the establishment of a Secretariat to manage cooperation between Ministries of Finance of CMA countries, Coordinate the payment of all funds due to SACU countries, either through the current revenue sharing formula or bilaterally. Stakeholder Engagement: Update views on SACU emanating from business and other non-state organisations and organise knowledge-sharing platforms, Co-ordinate the NT’s task team on SACU and capacity building, Coordinate dialogue between the South African Ministry of Finance and other SACU Ministries of Finance Coordinate the Secretariat outputs of the Finance Track of the CMA, Co-ordinate and participate, as necessary, in visits and engagements with SACU countries, NT’s participation in special projects within these countries, and SACU Cooperation: Assist in negotiations within SACU and bilaterally with SACU countries, Coordinate and update in-house publications on SACU projects.

ENQUIRIES: Human Resources Tel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.IREP@treasury.gov.za

POST 23/35: SENIOR BUDGET ANALYST: PUBLIC FINANCE REF NO: S085/2020
Division: Public Finance (PF)
Purpose: To support the financing and budgeting process, monitor financial management, expenditure, service delivery in the support of policy development and implementation in the human settlements sector.

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in economic sciences/ development studies/ social sciences or related fields, Minimum of 4 years’ experience in the South African public finance terrain, especially government policy processes, budget processes and financial management (Public Finance Management Act (PFMA) and Treasury Regulations) and intergovernmental fiscal relations, Approaches to reducing poverty and inequality, and related development issues in South Africa,
Knowledge of housing markets, human settlements planning and urban development.

DUTIES:
- Policy analysis and support: Draft comments on cabinet memoranda, other policy documents and legislation with a specific focus on financial and fiscal implications.
- Provide policy analysis and advice as requested.
- Assist the sector to implement sound, cost effective and sustainable policies.
- Support key policy areas by participating in stakeholder forums.
- Financing and Budgeting support: Provide support to departments and related public entities on public finance matters.
- Participate in the development and management of departmental and sectoral budgets including the adjusted budget.
- Contribute to the compilation of various budget documentation, including the Medium-Term Budget Policy Statement, Budget Review, and Estimates of National Expenditure (ENE) and the Adjusted ENE.
- Monitoring of expenditure and financial management: Maintain information sources and databases to monitor expenditure in the sector.
- Compile monthly and quarterly reports on expenditure and reasons for any deviations from planned expenditure for the sector.
- Provide support to the sector on interpretation of the PFMA and Treasury Regulations as well as the Division of Revenue Act (DoRA)
- Monitoring of service delivery and performance: Maintain information sources to monitor service delivery and performance in the sector.
- Provide support to the sector on interpretation of performance and service delivery in terms of the PFMA, Treasury Regulations, the DORA and any related frameworks and circulars.

ENQUIRIES:
- Human Resources Tel No: (012) 315 5100

APPLICATIONS:
- e-mail to Recruit.PF@treasury.gov.za

POST 23/36:

SENIOR BUDGET ANALYST: PUBLIC FINANCE REF NO: S086/2020

Division: Public Finance (PF)

Purpose: To support the financing and budgeting process, monitor financial management, expenditure, service delivery in the support of policy development and implementation in the relevant sector(s).

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

CENTRE:
- Pretoria

REQUIREMENTS:
- A Degree in economic sciences/ development studies/ public finance or public policy. Minimum of 4 years’ experience in the South African public finance management and public policy development, 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.

DUTIES:
- Policy analysis and support: Draft comments on cabinet memoranda’s, other policy documents and legislation with a specific focus on financial implications.
- Provide policy analysis and advice to departments and the Ministry of Finance as requested.
- Assist the sector to implement sound, cost effective sustainable policies.
- Support key policy areas internally in the Department by participating in stakeholder forums.
- Financing and Budgeting support: Provide support to departments and related public entities on financial planning matters and costing where required.
- Participate in the development and management of departmental and sectoral budgets.
- Evaluate the Adjusted Estimates inputs for departments and present the recommended motivations to the adjusted estimates committee.
- Evaluating the roll-over requests by departments and present recommended motivations to the treasury committee.
- Analyse and evaluate departmental drawings for comments and submit budget bid recommendations at MTEC.
- Contribute to the compilation of various budget documentation, including the Medium Term Budget Policy Statement, Budget Review, Budget Review and Recommendation Report, and Estimates of National Expenditure (ENE) and the Adjusted ENE.
- Monitoring of expenditure and financial management: Maintain information sources and databases to monitor expenditure in the sector.
- Compile monthly and quarterly reports on expenditure and reasons for any deviations from planned expenditure for the sector.
- Provide support to the sector on interpretation of the PFMA and Treasury Regulations as well as the DORA, if applicable.
- Monitoring of service delivery and performance: Maintain information sources to monitor service delivery and performance in the sector.
- Provide support to the sector on interpretation of performance and service delivery items in the PFMA, Treasury Regulations, the DORA and any related frameworks and circulars.

ENQUIRIES:
- Human Resources Tel No: (012) 315 5100

APPLICATIONS:
- e-mail to Recruit.PF@treasury.gov.za
POST 23/37: DEPUTY DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE
REF NO: S069/2020
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To develop and implement and monitoring legislative requirements pertaining to the SCM Governance, Monitoring and Compliance strategy and frameworks within the broader government spheres for enhancement and identification of oversights and discrepancies.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
- A minimum National/ Degree in Commerce/ Supply Chain Management/ Economics, A minimum 4 years’ experience obtained in the broader supply chain management environment; Knowledge and experience of governance, monitoring and compliance processes pertaining to procurement; Knowledge and experience of the broader public service SCM framework; Knowledge of government procurement policy analysis, evaluation of findings and the implementation thereof.

DUTIES:
- Strategy and Policy Management: Provide inputs to the development of a SCM strategy and frameworks implementation plan pertaining to Governance, Monitoring and Compliance (GMC), Develop and maintain policies in alignment with the SCM framework as follows: client agreements for the submission of SCM reports; SCM reporting criteria and schedules; provide inputs into Government Agencies enforcement processes; manage the SCM Restricted Suppliers List; and manage SCM cases and plans databases, Provide input into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of GMC strategic networks for improved collaboration, accountability and transparency, Promote the compliance of SCM policies and procedures in line with prescribed regulations, Initiate the improvement of SCM compliance through awareness sessions with stakeholders. Governance and Frameworks Oversight: Develop and implement measurements within the SCM legislative frameworks for monitoring and compliance of: application of SCM policy, regulations, norms and standards; adherence to SCM strategy and performance indicators; National supply chain risk management policy; Preferential procurement policy determinations; Pricing structures (prescribed price reference index); National contracting authorities code of conduct; and Supplier code of conduct and performance management. Develop in conjunction with stakeholders SCM data collection through: Demand Management; Procurement Planning; Acquisition Management; Strategic Sourcing; Contract Management; Logistic Management; Disposal Management; and Performance Management and Reporting, Develop SCM reporting and reviewing framework for: MTEF annual supply chain operational strategies; SCM annual performance assessments and reviews, Design and maintain a SCM capability maturity assessment model pertaining to compliance, Initiate a research, design and develop platform, for: SCM non-compliance reviews and remedies framework; and SCM grievance and dispute resolution mechanism. Monitoring and Evaluation and Reporting: Assist with the report on Government Agencies enforcement processes. Manage the SCM Restricted Suppliers List in accordance with the Supplier Restriction Guidelines, Assist with the development of a monitoring and evaluation system on the performance of SCM governance framework, Assist with the evaluation and reporting of the SCM governance framework. Knowledge and Information Management: Assist with the implementation of a research platform on local and international trends, and good practices on the management of SCM governance, monitoring and compliance. Identify and recommend alternative solutions for SCM governance, monitoring and compliance. Identify and recommend alternative solutions for SCM governance, monitoring and compliance. Maintain the content of SCM GMC Knowledge and Information Management platforms.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.OCPO@treasury.gov.za.

POST 23/38: MANAGER: IT AUDIT REF NO: S071/2020
Division: Office of the Director-General (ODG)
Purpose: To Manage the IT audit plan for NT, ASB, CBDA and GTAC in accordance with the planned IT audit methodology.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
- A minimum Bachelors’ Degree in Information Systems/ Computer Science/ Internal Auditing/ Certified Information Systems Auditor (CISA), A Certified Information Security Manager (CISM)/ Certified Information System Security

DUTIES:
Some key Outputs include: Strategic leadership and stakeholder management: Contribute to raising awareness of the Internal Audit division with specific emphasis on IT Audit through stakeholder engagement, Execute plans and guidelines to ensure completion of strategic and operational activities, Liaise, co-coordinate, establish and maintain good relations with stakeholders on audit related matters, Contribute towards initiatives or recommendations by the Audit Committee Audit Process - Risk assessment, audit plan, assurance and consulting services: Manage all IT audits and perform quality assurance, Contribute to the review of the annual risk assessment, Contribute to the development and alignment of the 3 year rolling audit plan and detailed annual IT audit plan based on the strategic and operational IT risks. Provide advice and guidance on IT Audits to be conducted and propose solutions for challenging technical related problems, Ensure completion of all IT audits as well as the findings register, Initial quality assurance of all IT audit reports before submission to the Senior Manager – IT Audit, Providing feedback and clarification to the client relating to IT audit reports, control and technology related matters Resource management: Manage and develop IT Audit resources to ensure effective and efficient delivery and overall achievement of IT Audit objectives, Develop the training plan for IT Audit, Perform resource allocation and prioritisation across IT audit projects Process improvements and research: Keep abreast of global trends, new developments in the IT audit field, Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services Management reporting: Manage the IT audit reporting processes, Assist with the development of the audit committee packs, Present IT Audit reports to clients, Provide feedback on the progress against the approved IT audit plan.

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

POST 23/39:

DEPUTY DIRECTOR: PERFORMANCE AND TALENT MANAGEMENT

REFERENCE NO: S063/2020

Division: Corporate Services (CS)
Purpose: To manage and coordinate the Performance and Talent Management functions through a planned process of guiding, developing, supporting, aligning and improving individual and team performance in enabling the sustained achievement of National Treasury’s objectives.

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

CENTRE:
Pretoria

REQUIREMENTS:
A minimum Degree/ National Diploma in Human Resources Management/ Human Resources Development/Industrial Psychology, A minimum of 4 years’ experience obtained in Performance or Talent Management, Knowledge and experience in interventions of improving employee satisfaction, retention and engagement, Delivery of HR processes and leading change, Experience in the implementation of Workforce planning methodologies, Experience in the implementation and application of competency frameworks and, Exposure to a project management environment.

DUTIES:
Some key Outputs include: Strategic Performance Management Support: Provide strategic and operational support to stakeholders on all performance related matters. Perform research and benchmarking on latest trends, and keep abreast of developments in the performance management field, Manage the database of performance records of all employees within NT, Monitor the implementation of the Performance Management policy, Coordinate the performance management process and compliance of stakeholders to the internal performance process and procedures, Coordinate awareness sessions on performance and related issues impacting stakeholders. Annual Performance Agreements and Evaluation process: Analyse performance agreements and reviews and engage clients on gaps, oversights and overlaps, etc. Manage the quality assurance on the performance management process and follow-up on outstanding documentation, Calculate and prepare all provisionally performance related projections for
budgetary purposes, Manage the process for compilation of acknowledgement letters to stakeholders, Compile a close-out report for approval on the Performance Evaluation Project. Performance Improvement: Facilitate the PIP process for under-performers, Follow-up on all outstanding matters pertaining to under performances. Probation Management: Implement and review the probation policy in conjunction with stakeholders, Manage the implementation of the probation process. Talent Management Framework: Develop and align policies and processes related to attraction, retention, development and exit management of employees with the Talent Management Framework. Set up processes and systems that will: Identify strategically critical positions and leadership roles to determine and inform the sustainability of the NT; Attract a sustainable pool of talent for current objectives and future NT’s needs; Manage the retention and reward of talented employees; Identify high potential employees and link them with key future roles in the NT, through monitored development plans; Identify through assessment the optimal development opportunities for talent; Plan for succession to key roles; Develop the required leadership skills, Design and implement an appropriate reward strategy aligned with organisation culture, objectives and employment value proposition and achieving a fair balance between the needs of the NT and employees, Evaluate Talent Management initiatives in alignment with NT strategy, Maintain the Competency Framework and ensure alignment of jobs and career pathing prior and during implementation.

ENQUIRIES
APPLICATIONS
POST 23/40

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT PERFORMANCE RISK
REF NO: S064/2020
Division: Corporate Services (CS)
Purpose: To develop and implement risk and performance measures in compliance with SCM policies and procedures for the National Treasury in enhancement of SCM governance and compliance with internal processes

SALARY
CENTRE
REQUIREMENTS
DUTIES

R733,257 per annum (all-inclusive remuneration package)
Pretoria
A minimum Degree/ National Diploma in Logistics, Procurement/ Risk & Performance, A minimum of 4 years’ experience obtained in the Supply Chain, Risk and Performance environment, Knowledge of Procurement and Financial systems, Knowledge and experience of policy and procedures related to Supply Chain Management.
Some key Outputs include: Develop SCM Risk Plan: Develop, implement and maintain a Supply Chain Management Risk Plan for National Treasury, Identify areas of risk within the operations of SCM and advise on corrective actions for implementation, Define risk tolerance levels within business and recommend remedial action, Maintain the risk register and consult business on areas of concern, Analyse risk factors and align compliance to policy and procedures. Stakeholder Engagement: Enhance engagement with stakeholders to escalate and improve SCM information flow to stakeholders, Develop key yardsticks in the improvement and tracking of improved service delivery targets, Monitor supplier and stakeholder performance in compliance with set processes and procedures, Measure the alignment and compatibility of National Treasury’s SCM policies and procedures with the PFMA, Treasury Regulations and government’s broader policy initiatives for implementation, Identify risks and performance outputs and implement processes and procedures to mitigate these factors. Assessment of Suppliers Performance: Monitor and evaluate supplier stakeholder performance against pre-determined agreements for conformity, Assess the validity of supplier performance pertaining to set contractual obligations, Analyse the performance of stakeholders and compare information with client expectations for improvement, Initiate the development of feasibility impact surveys and studies to measure service providers compatibility on National Treasury’s business continuity. Policy Development and Alignment: Develop and review all relevant departmental policies and procedures in compliant with IFMS system and prevention of irregular, fruitless and unauthorised expenditure, Monitor the performance of SCM activities and ensure compliance with departmental policies and procedures, Develop and implement a regulatory register in alignment with applicable rules and regulations to eradicate oversight in the procurement process.

ENQUIRIES
APPLICATIONS

: Human Resources Management on Tel No: (012) 315 5100.
: may be sent via e-mail to Recruit.CS@treasury.gov.za
POST 23/41: ECONOMIST: FORECASTING REF NO: S051/2020
Division: Economic Policy (EP)
Purpose: Assist with the provision of quarterly forecasts of the South African economy over the MTEF period and maintain the National Treasury Quarterly Model (QMOD) for sound policy analysis and advice to stakeholders.

SALARY: R470 040 per annum (Excl. benefits)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Mathematics/ Econometrics, A minimum 3 years relevant working experience obtained within an economic modelling environment.
DUTIES: Some key Outputs include: Quarterly Forecasts over the MTEF: Assist with the compilation of a pre-determined forecast model based on the performance of the South African economy, Draft forecasting explanatory memoranda to debrief stakeholders on the main aspects of the economic projection, Provide different simulations on forecasts on economic growth and tax related models based on the revenue expectations for a specific financial year Maintain Economic Models: Assist with the updating of economic models, Assist with the development of new models in alignment with policy and related needs, Consult stakeholders on new initiatives on the maintenance of models Policy Analysis and Development: Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions, Develop presentations and engage stakeholders, Inform internal and external stakeholders on new developments in impacting on the economic modelling world and illustrate their usage Stakeholder Engagement and Research: Engage clients on new developments pertaining to projection tools impact the SA economy, Initiate research and engage with international recognised institutions on latest trends pertaining to model development.
ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100.
APPLICATIONS: may be sent via e-mail to Recruit.EP@treasury.gov.za

POST 23/42: ANALYST: GENERAL SECTOR REF NO: S087/2020
Division: Asset and Liability Management (ALM)
Purpose: To assist with oversight over national government business enterprises (SOEs) in the participation of policy development pertaining to the restructuring of SOEs within the general sector

SALARY: R470 040 per annum (Excl. benefits)
CENTRE: Pretoria
REQUIREMENTS: A minimum National Diploma/ Degree in Finance/ Economics, A minimum 3 years’ experience in the financial analysis and dissemination, Knowledge of financial management, mergers and acquisitions, strategy on economic regulation.
DUTIES: Restructuring of SOEs: Review of the restructuring/turnaround plans of the SOEs in the general sector, Participate in the restructuring of SOEs in the general sector with other departments Assist with oversight on outputs SOEs: Analyse the financial statements and corporate plans of the SOEs in the general sector, Review legislation, sector policy and framework for economic regulation, Analyse the alignment of the corporate plans of SOEs in the general sector to policy objectives, Analyse industry structure and trends in the general sector, Assist with oversight of SOEs in the general sector. Alignment of PFMA determinations: Assist with the analysis and drafting of responses for deviation of determinations within the PFMA for SOEs within the general sector, Assist with analysis on provision of contingent liabilities: Assist with the analysis and drafting of responses to guarantee requests from SOEs in the general sector Assist on the determination of SOEs capital structures: Analyse the extent to which SOEs in the general sector need to be recapitalised, Analyse the extent to which SOEs in the general sector could pay dividends to government.
ENQUIRIES: Human Resources Management on Tel No: (012) 315 5100.
APPLICATIONS: may be sent via e-mail to Recruit.ALM@treasury.gov.za

POST 23/43: ECONOMIST: MULTILATERAL BANKS AND CONCESSIONAL FINANCE REF NO: S088/2020
Division: International and Regional Economic Policy (IREP)

SALARY: R470 040 per annum (Excl. benefits)
CENTRE: Pretoria
REQUIREMENTS: A minimum National Diploma/ Degree in Economics/ Political Science, A minimum 3 years’ experience obtained within a development institution/financial environment, Knowledge and experience in the financial services sector, and Knowledge of benchmarking and research.

DUTIES: Stakeholder Engagement: Provide Secretariat Support for SA Government Departments in relation to OECD and WEF, Assist with information on relationship management and keep track of meetings in the provision of inputs into draft speaking notes Policy Analysis and Development: Assist with the provision of recommendations on policy issues for consideration amongst the Global Development Finance Policy stakeholders, Assist with the centralisation of a policy platform for analysis and dissemination of data in the global economy, Assist with the identification and analysis of policy objectives in the enhancement of policy deliberations within forums, Global Development Finance Policy: Assist with the drafting of submissions pertaining to policy pertaining to the Paris Club, Assist with compliance requests from domestic policy makers pertaining to progress on the Debt Policy discussions in the Paris Club, Assist with information relating to meetings of the Paris Club and emerging Policy Issues. Benchmarking and Research: Support benchmarking and research initiatives on policy and related issues with recognised international institutions.

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

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

POST 23/44

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT OPERATIONS REF NO: S066/2020
Division: Corporate Services (CS)
Purpose: To coordinate the Receipts and Orders process within the Supply Chain Management environment in alignment with National Treasury’s service delivery objectives.

SALARY: R376 596 per annum (Excl. benefits)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree/ National Diploma in Logistics/ Procurement, A minimum of 3 years’ experience obtained in the functioning of financial and procurement systems, Knowledge of Supply Chain Management processes, Knowledge of the implementation of policies and procedures.

DUTIES: Some key Outputs include: Co-ordinate Requisitions and Orders: Coordinate orders for approval that meet the internal SCM requirements, Verify the receipt vouchers files for correctness and indicate gaps prior to approval, Monitor the Demand Management process to ensure smooth execution of sourcing of quotations for processing of orders, Monitor audit finding resolution process and alignment according, Manage and report on consolidated negotiated savings on quotations and usage of goods, Compile reports on orders and payments for record purpose. Receipts and Inventory: Oversee the stores and the application and implementation of processes and procedures, Implement physical stock assessment and procedures on available goods and items issued, Verify notifications and confirm their inclusion into Assets in Transit for updating of Assets Register, Compile management reports on issued, receipt, shortages and variances of stock level, Monitor suppliers’ delivery performance and rotation of suppliers. Coordinate Goods Distribution: Monitor distribution of goods to identify potential disputes and/or discrepancies, Maintain distribution of goods checklists, templates and commitment registers for the uniformity of processes, Analyse and identify discrepancies and the conducting of age-analysis of goods, Monitor processes to ensure optimal inventory management and prevention of abuse and losses. Client Engagement: Engage stakeholders and make them aware of changes on issuing of receiving processes, Inform clients on orders ready for delivery or of delays, Consult clients pertaining to unforeseen problems relating to requisitions and misalignment of orders.

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

DEPARTMENT OF PUBLIC ENTERPRISES

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, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe@basadzi.co.za; Tel No: (012) 998 8953/8049

FOR ATTENTION: Human Resources

CLOSING DATE: 16 October 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 23/45: IT SERVICE DESK REF NO: DPE/2020/008

Unit: Information Management

SALARY: R257 508 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate tertiary qualification at NQF level 6 in the fields of Information Technology/Information Management /Information Systems coupled with 2 years of relevant experience in an IT support environment PLUS the following key competencies: Knowledge of MS Office products, MS Windows 7, Remote Desktop, Printer and program installation and troubleshooting LAN skills, Ability to work on technical hardware/software as well work under pressure with the team.

DUTIES: Service Desk Administration. Act as a first point of contact for IT incidents reporting and service request handling. Coordinate all the incoming requests in a form of phone calls, emails and tickets logged to the IT service desk system. Log, assign, prioritize and manage IT requests related to hardware, software and applications. Track the performance of IT support by ensuring that first and second level escalation procedures actioned when necessary. Follow up with Users to ensure issues have been resolved. Provide first line technical support to DPE Users. Assisting with technical support remotely or otherwise by walking to users to resolve issues. Provide technical support to walk in users on all IT related issues. Telephonically analyzing and troubleshooting user issuers before deploying the call to a technician. User Account Management – Reset and Unlock AD User Accounts. Assist with Installing, modifying and repairing of computer hardware, software and peripherals. Monitor compliance with Users standards and report breaches. Assisting with ICT procurement. Compile requirements and coordinate procurement of IT assets and services through the supply chain office. Verify Quotations against requirement. Compile request memorandums to motivate for procurement of assets and/or services. Engage with suppliers after an order was issued by SCM. In conjunction with SCM, verification of quality and quantity of goods supplied and facilitation of payment takes place. Maintain and IT asset register and compile technical reports for asset disposals. Assisting with ICT procurement. Compile requirements and coordinate procurement of IT assets and services through the supply chain office. Verify Quotations against requirement.

ENQUIRIES: Ms Dineo Masilo Tel No: (012) 431-1026
ANNEXURE H

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer and coloured people, white women and people with disabilities are encouraged to apply for these posts.

CLOSING DATE: 16 October 2020

NOTE: Applications must be accompanied by a signed Z83 application for employment form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. Please email your application to the email addresses supplied for each post. Confirmation of permanent appointment will be subject to the applicant passing a security check and the confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to appoint anyone to the above posts, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics for which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment, and using the mandated DPSA SMS competency-assessment tools). It is to provide leadership, an enabling environment and resources for science, technology and innovation in support of South Africa's inclusive and sustainable development. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

MANAGEMENT ECHELON

POST 23/46: DEPUTY DIRECTOR-GENERAL: RESEARCH DEVELOPMENT AND SUPPORT

SALARY: R1 521 591 - R1 714 074 per annum. (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An NQF level 8 qualification in natural science or engineering. Minimum of eight years' working experience at a senior management level within the science, technology and engineering environment. The successful completion of a senior management leadership programme with either the National School of Governance (NSG) or a higher educational institution accredited with the NSG. Sound knowledge and understanding of the national system of innovation (NSI), the Public Finance Management Act and Treasury Regulations, departmental policies and strategies, government priorities and policy formulation, the Public Service Act and Regulations, the National Research and Development Strategy, science and technology infrastructure, national human capital development, and the research environment. Skills in financial management, project management, change management, knowledge management, service delivery innovation, people management and empowerment, and communication. Client orientation.

DUTIES: Provide overall strategic leadership and management of the Research Development and Support programme (Branch), Oversee and guide entities implementing DSI strategies and programmes, including in respect of reporting. Formulate, implement and manage programmes aimed at improving the supply and retention of scientists in the NSI. Formulate, implement and coordinate all research and innovation infrastructure investment programmes on behalf of the DSI, including policy and funding instruments. Facilitate strategic partnerships and programmes nationally and internationally to develop new research infrastructure and access to research infrastructure. Formulate, implement and manage programmes aimed at promoting research in basic sciences across the NSI. Promote development and the strengthening of foundational disciplines in the natural, human and social sciences. Implement and manage programmes aimed at promoting research in basic sciences across the NSI and the development and strengthening of foundational disciplines in natural, human and social sciences. Oversee functions under the Protection, Promotion, Development and Management of Indigenous Knowledge Act, and the Astronomy Management Authority in line with the Astronomy Geographic Advantage Act. Formulate, implement and manage science engagement programmes. Oversee the development of sciences related to South Africa's geographic advantages and other strategic sciences, and promote the role of public research institutions in...
supporting them. Oversee the implementation of the Protection, Promotion, Development and Management of Indigenous Knowledge Act and the functions of the Astronomy Management Authority in line with the Astronomy Geographic Advantage Act. Ensure alignment with relevant government imperatives applicable within the sector.

ENQUIRIES: Ms Rhulani Ngwenya, Tel: No: (012) 843 6301
APPLICATIONS: must be emailed to Recruit4@dst.gov.za.

POST 23/47: DIRECTOR: AFRICA BILATERAL COOPERATION

SALARY: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: At least a bachelor's degree (NQF level 7) in international relations or natural science. Five years' working experience at a middle or senior management level in an international relations environment. The successful completion of a senior management leadership programme with either the National School of Governance (NSG) or a higher educational institution accredited with the NSG. An extensive knowledge and understanding of the science, technology and innovation system in South Africa and internationally, South African's science and technology priorities, the government policy environment, relevant national and international legislation and policies, international relations (including South Africa's relations with African and other multilateral organisations) and South Africa's science and technology priorities. Skills in programme and project management, stakeholder management, financial management (Public Finance Management Act), people management and empowerment, policy development, negotiation and diplomacy, research and analytical, events management, communication (written, verbal and presentation), and change and time management. The incumbent must be client focused, with the ability to lead a team, as well as a critical thinker who can take the initiative.

DUTIES: Contribute to the expansion, transformation and enhancement of the national system of innovation by negotiating and managing joint agreements and plans of action with actors in the NSI to support the implementation of African bilateral partnerships, negotiating and managing funding arrangements, securing funding to support African partnerships and the implementation of plans of action, and negotiating and managing the creation of mechanisms and opportunities for historically disadvantaged institutions and individuals supported through Africa bilateral partnerships. Manage South Africa's human capabilities and skills for economic development with Africa bilateral partners. Increase knowledge generation for innovation, and knowledge utilisation for economic development. Expand the use of scientific knowledge in support of innovation for societal benefit and the public good, and increase the use of innovation as an enabler in the delivery of efficient services for access to government programmes.

ENQUIRIES: Mr Johan Jansen van Rensburg Tel No: (012) 843 6701
APPLICATIONS: must be emailed to Recruit3@dst.gov.za

POST 23/48: DIRECTOR: EARTH OBSERVATION

SALARY: R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A postgraduate qualification (NQF level 7) in natural science, geospatial science or engineering. Five years' working experience at a middle or senior management level in an Earth observation environment. The successful completion of a senior management leadership programme with either the National School of Governance (NSG) or a higher educational institution accredited with the NSG. Knowledge and understanding of Earth observation nationally and internationally, South African Earth observation dynamics and role players, the space science and technology landscape, the national system of innovation and corporate governance systems (including the Public Finance Management Act and Public Service Regulations), and policy analysis and implementation. Strategic capability and leadership, programme and project management, financial and change management, communication (writing, presentation and verbal), research, analytical, problem solving, negotiation, service delivery and events management, policy development, and people management and empowerment skills. Computer literacy.

DUTIES: The incumbent will be responsible for the development and implementation of programmes to support the South African Earth Observation Strategy. Manage international networks at a technical level in support of developing South Africa's Earth observation capacity. Ensure the provision of strategic advice to stakeholders (government) and executive management, and provide oversight of the South African National Space Agency. Responsible for strategic management,
including people management and empowerment, and the management of the allocated budget.

**ENQUIRIES**: Mr Johan Jansen van Rensburg Tel No: (012) 843 6701

**APPLICATIONS**: must be emailed to Recruit2@dst.gov.za

**OTHER POST**

**POST 23/49**

**DEPUTY DIRECTOR: EVALUATIONS**

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A national diploma (NQF 6) in economics, statistics, social sciences or demography. Three years management experience in regulatory impact analysis or monitoring and evaluation. Knowledge and understanding of regulatory impact analysis, evaluation designs and processes, data collection and analysis, as well as Public Service Regulations, the Public Finance Management Act and departmental strategic planning processes. Computer, interpersonal, research, analytical, project management, negotiation, policy development, planning, organising and communication skills. Ability to meet deadlines and prioritise work. Good team player that takes the initiative, is assertive and client-focused, and pays attention to detail.

**DUTIES**: Develop and oversee the implementation of the DST evaluation framework in line with the guidance of the Department of Planning, Monitoring and Evaluation. Develop three-year evaluation plans for the Department (includes developing terms of reference for projects and concept documents, engaging with Supply Chain Management to appoint a service provider for external evaluations, conducting DST evaluations, and drafting reports on evaluations). Ensure that evaluations are useful and that evaluation findings and recommendations are followed up (includes preparing reports, analysing and synthesising findings, organising dialogues, and monitoring the follow-up of evaluation recommendations). Promote evaluation capacity development within the department (including coordinating awareness to ensure compliance and providing advice on the evaluation processes).

**ENQUIRIES**: Ms Nontobeko Nkosi Tel No: (012) 843 6861

**APPLICATIONS**: must be emailed to Recruit1a@dst.gov.za
ANNEXURE I

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS:
Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.

FOR ATTENTION:
Ms E Steenkamp

CLOSING DATE:
16 October 2020

NOTE:
Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representivity will receive preference. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 23/50:
CHIEF DIRECTOR: OFFICE ON THE RIGHTS OF THE CHILD REF NO: C3/A/2020
Branch: Welfare Services

SALARY:
R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

CENTRE:
HSRC Building, Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences plus five years of experience at a senior managerial level. Registration with the South African Council for Social Service Professions as a Social Worker will be an added advantage. Knowledge of the Children’s legislation on regional and international instruments. Knowledge of the Children’s Act and other legislation that have an impact on children’s issues. Knowledge and understanding of prevention and early intervention programmes. Competencies...

**DUTIES**

Facilitate the development, implementation and monitoring of the National Plan of Action for Children. Manage, coordinate and ensure strengthening of the country’s institutional mechanisms for child rights delivery. Manage and coordinate the strengthening of child rights advocacy and social mobilisation. Coordinate and monitor the integration of services for child rights through the Inter-Sectoral Committee on Child Rights. Develop generic indicators to broadly monitor the children’s sector nationally and provincially. Develop an integrated data collection tool to ensure compliance and reporting on national legislation, regional and international instruments. Facilitate and monitor compliance and reporting to national, regional and international child rights commitments, obligations and international instruments (AU and UN) for children.

**ENQUIRIES**

Ms I Sekawana Tel No: (012) 312-7352

**NOTE**

In terms of the Branch: Welfare Services’ employment equity targets, African and Coloured males and Coloured females as well as persons with disabilities are encouraged to apply.

**POST 23/51**

**DIRECTOR: POPULATION DEVELOPMENT PROGRAMMES AND CAPACITY BUILDING REF NO: C3/B/2020**

Chief Directorate: Population and Development

**SALARY**

R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE**

HSRC Building, Pretoria

**REQUIREMENTS**


**DUTIES**

Manage the development and implementation of integrated population and development programmes in collaboration with relevant stakeholders. Provide advice and guidance to national, provincial, local government and civil society to support the implementation of the Population Policy. Manage and assess population and development capacity building needs of government departments at all spheres of government and civil society, and develop strategies to address identified gaps. Manage the implementation of training and capacity building programmes and ensure the linkages between population trends and government policies, plans and programmes.

**ENQUIRIES**

Mr J van Zuydam Tel No: (012) 312 7961 / 066 480 6814

**NOTE**

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

**POST 23/52**

**DIRECTOR: POPULATION POLICY AND STRATEGY MONITORING AND EVALUATION REF NO: C3/C/2020**

Chief Directorate: Population and Development

**SALARY**

R1 057 326 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
DEREGUDEATE qualification (NQF Level 7) as recognised by SAQA in appropriate recognised Bachelor’s Degree or National Diploma in Internal Computer literacy. Project active and creative. Ability to work in a team and independently. Ability to work under pressure. Adaptability. Compliant. Independent thinker.

**DUTIES**
Manage the development of the national population strategy and the coordination of structures related thereto. Manage the development of planning documents for the Chief Directorate and quarterly and annual progress reports. Manage, monitor and report on the country’s international population and development commitments. Monitor and evaluate the implementation of the SA Population Policy through provincial population units and in the social and economic sectors of government.

**REQUIREMENTS**

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

**OTHER POSTS**

**POST 23/53**
DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: C3/D/2020
Chief Directorate: Internal Audit Services

**SALARY**
R869 007 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE REQUIREMENTS**

**DUTIES**
Develop and coordinate the implementation of performance audit framework, methodology and annual risk-based audit plan in accordance with the requirements of the Public Finance Management Act and the Treasury Regulations. Coordinate and conduct performance audit to evaluate the adequacy and effectiveness of processes and controls in the Department. Provide performance audit support services on departmental entities and represent the Chief Directorate, when required. Determine departmental compliance with plans, policies, procedures, laws and regulations. Evaluate risk mitigation and management plans on performance processes. Monitor progress on execution of the operational plan for the performance projects identified and manage the overall team productivity. Conduct assessments on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audit. Validate response on audit findings and produce audit reports for the relevant stakeholders. Prepare quarterly reports to the Audit Committee and assist with the coordination and management of the Audit Committee Activities. Provide administration support to the sub-directorate and/or
any other support services relevant to the Chief Directorate. Coordinate co-
sourced audit assignments assigned to service providers on projects falling within
the sub-directorate.

ENQUIRIES : Ms MV Manyoga Tel No: (012) 312-7316
NOTE : In terms of the Chief Directorate: Internal Audit Services’ employment equity
targets, African males and Coloured females as well as persons with disabilities
are encouraged to apply.

POST 23/54 : MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: C3/F/2020
Directorate: Service Standards and Quality Assurance

SALARY : R794 889 per annum. This inclusive remuneration package consists of a basic
salary, the states’ contribution to the Government Employees Pension Fund and
flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria
REQUIREMENTS : Registration with the South African Council for Social Service Professions
(SACSSP) as a Social Worker plus ten (10) years’ appropriate experience in social
work after registration as Social Worker with the SACSSP of which five (5) years
must be appropriate experience in social work policy development. Knowledge of
key overarching legislation and policies for social welfare services. Knowledge and
understanding of human behaviour and social systems. Knowledge of the Public
Services, the generic norms and standards, quality assurance processes and
procedures. Willingness to travel. Competencies needed: Capacity building skills.
Policy development and implementation skills. Monitoring and evaluation skills.
Communication (written, verbal and presentation) skills. Interpersonal and liaison
skills. Client orientation and customer focus skills. Project management skills.
Computer literacy. Planning and organising skills. Negotiation skills. Financial
management skills. Facilitation skills. Research skills. Attributes: Ability to work
under pressure. Ability to work in a team and independently. Innovative and
creative. Friendly and trustworthy. Integrity.

DUTIES : Develop and review legislation, policies and strategies to determine whether the
legislation, policies and procedures for social welfare services are still relevant and
comply with current requirements. Develop, review, and monitor the
implementation of the Framework for Social Welfare Services, the Generic Norms
Conduct capacity building on the implementation of the Framework for Social
Welfare Services and the Generic Norms and Standards. Facilitate the
development and planning of programmes and interventions to render a social
work service through the efficient, economical and effective utilization of financial
resources. Manage the relevant sub-directorate to ensure that an efficient and
effective social work service is delivered through the efficient and effective
utilization of human resources and ensure that all the administrative functions are
performed. Keep up to date with new developments in the social work and
management fields. Plan and ensure that social work policy research and
development are undertaken. Liaise with key stakeholders including inter, intra-
departmental representatives and various social services sectors to enhance
integrated service delivery. Perform and/or ensure that all the administrative
functions required in the unit are performed.

ENQUIRIES : Ms C Legodu Tel No: (012) 312-7548
NOTE : In terms of the Chief Directorate: Social Professional Services and Older Persons’
employment equity targets, Coloured males and females as well as persons with
disabilities are encouraged to apply.

POST 23/55 : MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: C3/G/2020
Directorate: Child Protection

SALARY : R794 889 per annum. This inclusive remuneration package consists of a basic
salary, the states’ contribution to the Government Employees Pension Fund and
flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : HSRC Building, Pretoria
REQUIREMENTS : Registration with the South African Council for Social Service Professions
(SACSSP) as a Social Worker plus ten (10) years’ appropriate experience in social
work (child protection services) after registration as Social Worker with the
SACSSP of which five (5) years must be appropriate experience in social work
policy development with specific reference to child protection. Knowledge of
relevant legislation and policies in child protection. Knowledge and understanding
of human behaviour and social systems. Knowledge of social work legislation.
Willingness to travel. Competencies needed: Policy development and
implementation skills. Monitoring and evaluation skills. Communication (written,

**DUTIES**
Develop and review legislation, policies and strategies to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage the relevant sub-directorate to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources and ensure that all the administrative functions are performed. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Liaise with key stakeholders including inter, intra-departmental representatives and various social services sectors to enhance integrated service delivery. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES**
Ms N Cekiso Tel No: (012) 312-7989

**NOTE**
In terms of the Chief Directorate: Children Services’ employment equity targets, African, Coloured, and White males as well as persons with disabilities are encouraged to apply.

**POST 23/56**

**DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: C3/E/2020**
Chief Directorate: Communication

**SALARY**
R733 257 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**

**DUTIES**
Develop, manage and implement the Internal Communication strategy of die Department. Manage branding for internal and external departmental events. Manage and oversee exhibitions and displays in the frontline areas of the Department. Manage, promote and maintain the corporate identity and brand of the Department. Manage, coordinate and liaise with other government departments to align communication on departmental campaigns. Develop and manage marketing strategies, and activities for departmental programmes and campaigns. Manage media buying. Manage internal communication and inter-governmental communication including the sector newsletter.

**ENQUIRIES**
Ms L Oliphant Tel No: (012) 312-7653

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

**POST 23/57**

**ASSISTANT DIRECTOR: WOMEN EMPOWERMENT REF NO: C3/I/2020**
Directorate: Gender Focal Point

**SALARY**
R470 040 per annum

**CENTRE**
HSRC Building, Pretoria

**REQUIREMENTS**
An appropriate recognised Bachelor's Degree or equivalent qualification in Social Science plus three (3) years’ experience in the gender environment. Knowledge of the relevant Public Service Regulatory Framework. Knowledge of women’s empowerment and gender mainstreaming. Knowledge and understanding of

**DUTIES:**
- Implement tools to audit the Department’s programmes, policies, planning and budgeting process.
- Adopt a wide set of options for women’s empowerment and gender equality.
- Collate information by coordinating and compiling reports as per national and international requirements.
- Conduct capacity building on gender mainstreaming and related areas.
- Facilitate and coordinate the commemoration of national days relevant to Gender.

**ENQUIRIES:**
Ms D Moema Tel No: (012) 312-7394

**NOTE:**
In terms of the Chief Directorate: Gender’s employment equity targets, African females as well as persons with disabilities are encouraged to apply.

**POST 23/58:**
**SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: C3/H/2020**
Directorate: Service Standards and Quality Assurance

**SALARY:**
R363 801 – R407 625 per annum (salary will commensurate with years of experience)

**CENTRE:**
HSRC Building, Pretoria

**REQUIREMENTS:**
Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years’ appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service Regulatory Framework such as the PSR and PFMA. Knowledge of the framework for social welfare services, the generic norms and standards, quality assurance processes and procedures. Willingness to travel. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Communication (written and verbal) skills; Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.

**DUTIES:**
- Support the development and review of legislation, policies and strategies to determine whether the legislation, policies and procedures for social welfare services are still relevant and comply with current requirements.
- Support the development, review, and monitor the implementation of the Framework for Social Welfare Services, the Generic Norms and Standards for Social Welfare Services and Quality Assurance Framework on the implementation of the Framework for Social Welfare Services and the Generic Norms and Standards. Keep up to date with new developments in the field of social work by studying professional journals and publications to ensure that cognizance is taken of new developments.
- Provide advice to social service providers to ensure an efficient, effective and economic social services.
- Monitor and study the social services legal and policy framework continuously, attend meetings with other relevant stakeholders to take cognizance of the latest developments in the field of social work. Engage in continuous professional development activities as prescribed.
- Undertake social research and develop policies. Perform the administrative functions required in the unit.

**ENQUIRIES:**
Ms C Legodu Tel No: (012) 312-7548

**NOTE:**
In terms of the Chief Directorate: Social Professional Services and Older Persons’ employment equity targets, African males as well as persons with disabilities are encouraged to apply.

**POST 23/59:**
**INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT REF NO: C3/J/2020**
Chief Directorate: Internal Audit Services

**SALARY:**
R316 791 per annum

**CENTRE:**
HSRC Building, Pretoria

**REQUIREMENTS:**
An appropriate recognised Bachelor’s Degree or National Diploma in Internal Auditing/Auditing/IT Management/Informatics/Information Systems/BSC IT/Computer Science with a minimum of three years’ functional experience in the Information Technology audit environment. Membership with the Institute of Internal Auditors South Africa/GLOBAL (IIASA) or Information Systems Audit and
Control Association (ISACA) will be an added advantage. Knowledge of and exposure to the Public Service Legislation, IT (e.g. COBIT, ITIL, ISO2700 etc.) and Internal Audit frameworks. Ability to research and apply IT control concepts in audit assignments, information technology audit concepts, frameworks and methodologies, principles relating to IT governance, ISACA and IIA Standards.


**DUTIES**: Assist in planning of Information Technology audit projects in accordance with the approved internal audit methodology. Execute audits in accordance with the approved internal audit framework and plan in accordance with the IIA and ISACA Standards. Formulate/compile audit findings and discuss outcomes with the clients. Develop draft audit reports. Evaluate client responses and make necessary adjustments. Coordinate exit meetings with clients. Conduct follow ups on audit findings. Conduct ad hoc audits as requested. The successful candidate may be deployed to other units within the Chief Directorate when need arises.

**ENQUIRIES**: Ms N Maripane Tel No: (012) 312-7790

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

**POST 23/60**: BRANCH ADMINISTRATOR REF NO: C3/K/2020 (X2 POSTS)

Chief Directorate: Social Professional Services and Older Persons
Chief Directorate: Social Crime Prevention and Anti-Substance Abuse

**SALARY**: R316 791 per annum

**CENTRE**: HSRC Building, Pretoria


**DUTIES**: Coordinate financial planning, monitoring and reporting processes. Coordinate performance management and development compliance processes. Coordinate inputs, plans and reports for audit queries and risk management. Assist with the coordination of meetings and workshops including the administrative and logistical processes thereof. Support Administrative Assistants with procurement processes and provide advice to ensure compliance with the relevant administrative prescripts attached to their functions.

**ENQUIRIES**: Ms C Legodu Tel No: (012) 312-7548 and Ms S Magangoe Tel No: (012) 312-7786

**NOTE**: In terms of the Chief Directorate: Social Professional Services and Older Persons’ employment equity targets, African males as well as persons with disabilities are encouraged to apply. In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse’s employment equity targets, African and Coloured males and Coloured and Indian females as well as persons with disabilities are encouraged to apply.
<table>
<thead>
<tr>
<th>POST 23/61</th>
<th>SECRETARY REF NO: RIM 01/09/2020 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office, Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>applicable to the post are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12), Be a SA Citizen, Be fluent 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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Core Functions: To provide secretarial support functions to the Component Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Component Head. Liaise with other Components and Sections on matters relating to the Component Head’s office. Maintain good records, filing and bring forward in the office. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer etc.). Serving refreshment to visitors and during meetings. Manage office inventory.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Lt Col JL Shandu/ Capt SJ Matlope/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius &amp; Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlope/ Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.</td>
</tr>
<tr>
<td>NOTE</td>
<td>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. 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. Applicants 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 who is identified as a Sex Offender 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.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>16 October 2020 at 16h00.</td>
</tr>
<tr>
<td>POST 23/62</td>
<td>GENERAL WORKERS</td>
</tr>
<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
</tr>
</tbody>
</table>
Ref No: TMS 33/2020: Head Office – Pretoria (X3 Posts)
Ref No: TMS 34/2020: Eastern Cape - East London (X1 Post)
Ref No: TMS 35/2020: Free State - Welkom (X1 Post)

Requirements:
Applicants must display competency in the post-specific functions of the post; be a South African Citizen; A minimum of Grade 10/ Std 8 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; Fluency in at least two official languages, of which one must be English; Must have no previous convictions or cases pending. Applicant will be subjected to a vetting process which include security screening and fingerprint verification willing to work irregular hours.

DUTIES:
Maintaining of a high level of hygiene in and around the workplace with the cleaning of the TMS/Radio Technical Workshops premises assigned to, which may include either or both inner and outer parameters, Performing tasks of a routine nature, such as dusting the environment, Polish furniture and floors, Vacuum carpets and mopping of floors, Remove refuse Perform maintenance tasks in and around the assigned premises, Clean bathrooms and kitchens, Loading and unloading of goods, Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES:
Head Office – Pretoria posts: Capt G Xoko and W/O PS Ramalepe Tel No: (012) 432 7709/7206.
Eastern Cape – East London posts: Lt Col Pretorius/ Capt Mtiya Tel No: (040) 608 8466/8663
Free State: Welkom posts: Lt Col AA Van der Westhuizen/Capt V Molatseli Tel No: (051) 406 5847/5810.

APPLICATIONS:
Head Office (Pretoria) Hand delivery: 1234 Corner Stanza Bopane and Jan Shoba Streets, Tulbagh Park Building, Hatfield. Applications may also be submitted electronically via email: XokoG@saps.gov.za; RamalepeP@saps.gov.za (for TMS-Head Office, Pretoria posts only).
Eastern Cape (Eastern London): Old Griffiths Mxenge Building, Buffalo Street, King Williams Town. Applications may also be submitted electronically via email: lieslPretorius@saps.gov.za; MtiyaT@saps.gov.za (for TMS-Eastern Cape posts only)
Free State (Welkom) 9 Fedsure Building, 46 Charlotte Maxeke Street, Fedsure Building, Bloemfontein. Applications may also be submitted electronically via email: MolatseliV@saps.gov.za; VanderWesthuizenAA2@saps.gov.za (for TMS-Free State posts only).
Postal Address: P/Bag X 20501, Bloemfontein, 9300

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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application 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. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below. Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

**CLOSING DATE** : 19 October 2020 at 16:00
ANNEXURE K

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.

CLOSING DATE: 16 October 2020

NOTE: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. 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 POSTS

POST 23/63: DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: IFB/BDU 010

Overview: To manage and promote the accessibility of the dtic offerings through the strategic use of provincial partners and focused customer care in the specific province.

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

CENTRE: Pretoria


DUTIES: Improve the turnaround time for handling walk-in clients: Manage the assistance of Walk-in clients. Respond to enquiries and queries within the specified timeframe. Submit quarterly reports on enquiries and queries within the specified timeframe. Communication Strategies: Develop and revise communication strategies (Incentive specific, generic, project based regional) as per Business Plan. Implement communication strategies with Regional and Programme Managers. Facilitate the compilation of databases of the existing and potential of the dtic's beneficiaries in the specific province. Facilitate the dissemination of information on the dti incentive schemes. Communication and Marketing: Identify advertising and PR needs position (both mass and targeted communication) and facilitate these interventions. Profile success stories and the dtic empowered projects. Participate and expose trade shows and exhibitions. Event Coordination. Facilitate and manage the production of information material and promotional items. Stakeholder Relations and management: Build and maintain a relationship with both internal & external stakeholders. Capacitate stakeholders on the dtic offerings and participate at information offering session. Provide support in liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in the identification of stakeholders needs. Create and maintain stakeholder’s database.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
DEPUTY DIRECTOR: RISK MANAGEMENTREF NO: ODG/CORP GOV 003

Overview: To provide risk, ethics, compliance and fraud prevention services.

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

CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
Risk Management: Facilitate the strategic risk process and compile the strategic risk register. Monitor risk management processes at the public entities and assist the entities. Develop strategic project risk registers and monitor project risks. Identify risks across the public entities. Conduct risk management awareness campaigns (strategic and public entities). Ethics Management: Review and update the Ethics Policy, strategy and plan for implementation, awareness and monitoring. Promote ethics awareness campaigns, and provide training on ethics for all levels of the Department. Provide inputs to the supportive policies and processes for managing reports of breaches, guidance on ethical dilemmas, financial disclosures, other remunerative work and conflicts of interest. Oversee the financial disclosure process, the Other Remunerative Work process and the Ethics Committee. Monitor the ethics culture in the Department. Compliance: Review and input to the Compliance framework for the Department. Review and update the compliance universe. Develop Compliance Control Plans (CCPs) and compliance risk registers. Identify, interpret, assess and clarify relevant provisions and pieces of legislation impacting the dtic. Fraud Prevention: Provide input to the Fraud Prevention Policy, strategy and plan. Monitor the fraud prevention action plans. Conduct fraud awareness and fraud prevention training. Identify fraud risks across the Department and facilitate the mitigation thereof. Reporting, stakeholder management and management of staff.

ENQUIRIES:
Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan, therefore Coloured male/female, Indian male/female and people with disabilities are encouraged to apply.

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

CLOSING DATE: 16 October 2020

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

OTHER POSTS

POST 23/65: DEPUTY DIRECTOR: POLICY, STRATEGIES AND PROGRAMMES
REF NO: DOT/HRM/2020/34
(Branch: Road Transport)
(Chief Directorate: Road Infrastructure and Industry Development)
(Directorate: Rural and Non-Motorised Transport)
SALARY: R869 007 per annum (Level 12)
CENTRE: Pretoria
REQUIREMENTS: Bachelor’s degree/diploma or equivalent NQF 6/7 qualification in Planning or Transport or Civil Engineering with 3-5 years appropriate work experience. Note: The following will serve as a recommendation: Policy development and implementation, Programme and Project management, Understanding of the road construction industry with working knowledge of COTO, TRH,THM Manuals, Awareness & Understanding of the relevant ISO/SABS Standards, Knowledge of relevant acts and policies , Strategic Planning and Annual Performance Plan, Coordination, Communication and interpersonal skills, Awareness & Understanding on Public Finance & Administration, Supply Chain Management, the DORA, the MMFA the PMFA matters. Service delivery innovation, Report writing and presentation skills, High level ability to analyse and synthesize information; Innovative and customer-focused, action oriented and result driven; Previous studies in Public Administration or Business Management will serve as a strong recommendation. Advanced computer literacy (MS Word/Excel/Power Point & GIS) Registration with SACPCMP or ECSA will serve as a strong recommendation; should be in possession of a valid driver’s license and be willing to travel extensively and work beyond the normal working hours.

DUTIES: The incumbent will be responsible for the following: Develop and manage intergovernmental coordinating mechanism for policies, strategies, programmes for effective roads delivery at the municipal sphere; Facilitate and monitor implementation of policies, strategies, programmes and development of Municipal roads; Review, analyse and report on data about policies, strategies and programmes. Provide technical and administration support to the Director & Chief Director.

ENQUIRIES: Ms Marleen Goudkamp Tel No: (012) 309 3863

POST 23/66: ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS
REF NO: DOT/HRM/2020/35
(Branch: Office of the Director-General)
(Directorate: Forensic Investigations)
(Sub-directorate: Forensic Investigations)
SALARY: R376 596 per annum (Level 09)
CENTRE

REQUIREMENTS

: Pretoria

: An appropriate NQF 6/7 (Diploma/Degree) in Forensic Investigations/Law/Auditing/Accounting qualifications, with 3-5 years’ experience. Certified Fraud Examiner (CFE) or ICFP-FP designation will serve as an added advantage. A good record in management and operation in Forensic Investigation of at least three (3) years relevant work experience. Note: The following will serve as a recommendation: Detailed knowledge of a Public Finance Management Act (PFMA) and other relevant legislation, Knowledge of the Public Service and applicable legislation, investigating skills, Planning and co-ordinating skills, Computer literacy, Good problem-solving skills, Excellent verbal, liaison and writing communication, Ability to work under tight deadlines and pressure, must be willing to work beyond normal working hours when required.

DUTIES

: The incumbent will be responsible for the following: Provide assistance to the Directorate: Forensic Investigations in pioneering proactive Forensic Investigations, Provide assistance in coordinating and/or conducting reactive investigations, Promote an anti-fraud culture, Remediation, fraud detection using various detection tools, Provide assistance in promoting and implementing the whistle blowing policy of the Department, Provide assistance in drawing up investigation plans, Provide assistance in referring and/or reporting cases to other law enforcement agencies, Give evidence in the criminal and civil proceedings, Provide assistance in ensuring compliance with the guidelines and policies of the Department, Provide assistance in managing the resources of the Sub-Directorate.

ENQUIRIES

: Ms Samu Buthelezi Tel No: (012) 309 3672
ANNEXURE M

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE: 19 October 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 23/67: CLINICAL MANAGER: MEDICAL REF NO: H/C/25

SALARY: R1 173 900 per annum (OSD)
CENTRE: Bongani Hospital, Welkom
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 and clinical support service. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics. 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 CEO. Manage Finance and Human Resources of Clinical services.
ENQUIRIES: Mr M S Ndaba Tel No: (057) 9168000
APPLICATIONS: To Be Send to: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460.
FOR ATTENTION: Mr M S Ndaba

POST 23/68: MEDICAL SPECIALIST: GRADE 1-3 REF NO: H/M/31

SALARY: Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
**CENTRE**: Urology, Universitas Academic Hospital, Bloemfontein

**REQUIREMENTS**: Registration with HPCSA as a Medical Specialist Urology. 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, 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**: 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 23/69**: MEDICAL OFFICER: GRADE 1 - 3 REF NO: H/M/32

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

**CENTRE**: Mangaung Metro District: Bloemfontein

**REQUIREMENTS**: MBCHB or equivalent Degree (Independent Practice): Proof of current registration for 2019/2020 Registration as Medical Practitioner with the Health Professions Council of South Africa HPCSA (Independent Practice) in respect of South African qualified employees. Experience: **Grade 1**: 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. **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. **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 operational in clinical services. Knowledge of administration and management of resources. Ability to work under pressure. Good communication skills.

**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**: Me N J Ramarou-Makhooi, 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 K P Mafabatho

**POST 23/70**: ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/26

**SALARY**: R562 800 per annum (OSD)

**CENTRE**: Botshabelo Hospital, Botshabelo

**REQUIREMENTS**: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. 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. Knowledge And Skills: Knowledge of Human Resources and Finance Policies and guidelines. Valid driver’s license. Good interpersonal and communication skills. Computer literacy.
**DUTIES**: Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient an equitable manner by Nursing Units that form part of the specific Nursing Area including the overall management (i.e. Operational, HR and Finance) of the Nursing Services. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES**: Me Z A Yawathe Tel No: (051) 533 0229

**APPLICATIONS**: To Be Send To: The Chief Executive Officer, Botshabelo Hospital, , Private Bag X527, Botshabelo, 9781.

**FOR ATTENTION**: Mr Me M G Mokoena

**POST 23/71**: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/A/25

**SALARY CENTRE**: Bongani Hospital, Welkom

**REQUIREMENTS**: Recognized 3-year Degree/National Diploma in Human Resource Management or related field. At least 3-5 years’ functional experience (working with Persal in HR environment) of which 3 years must be on supervisory level. Successfully passed the Persal courses. Valid driver’s licence. Proven Computer literacy. Knowledge and Skills: Must have a sound knowledge and understanding of the HR policies and procedures.

**DUTIES**: Ensure that employees are trained and developed; Ensure that recruitment and selection procedures are implemented accordingly; Ensure correct implementation of conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.); Authorise and approve transactions on PERSAL; Facilitate the compilation of Employment Equity Plan; Compile Human Resources Plan; Analyse and control compensation of employees’ expenditure; Compile report on implementation of RWOPS; Ensure correct implementation of PMDS. Compile a report of health professionals’ registration with the health regulatory/statutory bodies; Analyze staff satisfaction survey reports; Compile reports and action plans on Exit Interviews conducted.

**ENQUIRIES**: Mr S D Ralile Tel No: (057) 916 8014

**APPLICATIONS**: To Be Send To: The Chief Executive Officer, Bongani Hospital, (Contact Person: Mr S D Ralile), Private Bag X29, Welkom, 9460.

**POST 23/72**: CLINICAL TECHNOLOGIST: GRADE 1-3 REF NO: H/C/48 (X1 POST)

**SALARY CENTRE**: Cardiology, Universitas Academic Hospital: Bloemfontein

**REQUIREMENTS**: National Diploma in Clinical Technology. Registered with HPCSA as Clinical Technologist in Cardiology (Supervised or Independent Practice). South African Citizen. 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: B.Tech degree. Knowledge and understanding of relevant disciplines closely related to cardiology. Knowledge of good clinical practice as well as clinical exposure to all aspects of cardiology.

**DUTIES**: Health care services activities include: Pacemaker implants Pacemaker programming (follow up) and optimization Echocardiography Trans Aortic Valvular Implant TAVI Emergency Service - perform 24-hour emergency on call service.

**ENQUIRIES**: Me E v d Heever Tel No: (051)-4053484
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 23/73: ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1 -3 REF NO: H/E/2

SALARY: R317 976 per annum (OSD)

CENTRE: Albert Nzula Hospital, Trompsburg

REQUIREMENTS: Baccalaureus Degree in Environmental Science or a B Tech Degree in Environmental Health. Registration with the HPCSA as Environmental Health Practitioner Registration with the HPCSA as Environmental Health Practitioner. 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 interpersonal and communication skills. Computer literacy.


ENQUIRIES: Mr M L de Jager Tel No: (051) 492 2161

APPLICATIONS: To Be Send to: The District Manager, Xhariep District, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg.

FOR ATTENTION: Mr M H Moabi
ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/P/Bag x112, Marshalltown, 2107 or Applicants can apply online at www.gautengonline.gov.za.

CLOSING DATE: 16 October 2020

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 (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government, Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 23/74: DEPUTY DIRECTOR: ERP FINANCE REF NO: REFS/006413
Directorate: Applications Competency

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: Matric certificate plus National Diploma/Degree in IT, Finance or Commerce. SAP F/I/CO certification or related ERP qualification. 3-5 years ERP experience with at least 2 years in Management. Three or more full SAP project implementation. ICT technical knowledge.

DUTIES: The ERP Functional Manager in Financial Management and Costing will provide systems (e.g. SAP) operational management and support to customers within the Gauteng Provincial Government. Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers when required. Discusses and resolves systems issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers/executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization’s ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding systems operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP team to identify and help develop system upgrades to increase capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational systems procedures/ processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented systems solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include
the meeting of functional specifications, managing and troubleshooting problems, ERP systems configuration, testing and assisting in system development and managing human resources within the functional area.

ENQUIRIES: Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

POST 23/75: DEPUTY DIRECTOR: ERP PTP REF NO: REFS/006414
Directorate: Applications Competency

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric certificate plus a National Diploma/Degree in IT, Finance or Commerce. SAP SRM/MM certificate or related ERP qualification. 3-5 years ERP experience with at least 2 years in management. There or more full SAP project implementation. ICT technical knowledge.

DUTIES: The ERP Functional Manager in Procure-to-pay (SRM) will provide systems (e.g. SAP) operational management and support to customers within the Gauteng Provincial Government. Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers when required. Discusses and resolves systems issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers/executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding systems operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP team to identify and help develop system upgrades to increase capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational systems procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented systems solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP systems configuration, testing and assisting in system development and managing human resources within the functional area.

ENQUIRIES: Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

POST 23/76: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (CLUSTER1)
REF NO: REFS/006415
Directorate: Human Resource Administration

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric certificate plus NQF level 6 qualification in HR or related. 3-5 years' experience in Human Resource. 2 years' experience in HR managerial role.

DUTIES: To manage/administer/process and implement all Human Resource basic conditions of service, benefits and appointments for the GPG. Management of HRA business processes and services for all Gauteng Provincial Government Departments. Develop and implement HR processes and procedures on Conditions of Service and Service Benefits administration (i.e. Appointments, promotions, transfers, leave, etc). Provide quality assurance on HR processes and ensure compliance to HR legislation and procedures. Management of the HRA transactional processes’ service level agreement and ensure that services are rendered effectively and efficiently. Management of staff and ensuring on-going development of HRA team leaders. Establish and maintain good customer relations with the GPG Departments and other stakeholders. Resolve complex HR queries and process issues. Respond to audit queries and ensure implementation of the recommendations thereof. Attend to audit queries and implementation of the

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 23/77 : DEPUTY DIRECTOR: PAYROLL SERVICES REF NO: REF06417
Directorate: Payroll Services

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

CENTRE : Johannesburg


DUTIES : To provide overall assistance to the manager in managing the operations in the sub-units (Health, Education, Small Departments and Garnishee Orders) of the Payroll Services Unit. Assist manager with improved operations. Monitor and control adherence to Service level agreements. Assist manager to plan resources in the sub-unit, during business continuity periods. Manage overall customer relationships by implementing customer visitor timeframes and training sessions. Ensure customer, queries from customers, is completed per SLA. Assist manager in re-engineering the business processes. Implement continuous improvement initiatives and innovations. Deputise manager in his/her absence. Compile management reports. Manage, guide and lead team leaders. Schedule work and balance workload of the sub-unit. Ensure appropriate processes, procedures and principles are followed.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 23/78 : DEPUTY DIRECTOR: DOCUMENT MANAGEMENT CENTRE (DMC) REF NO: REF06418
Directorate: Documents & Records Management

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

CENTRE : Johannesburg

REQUIREMENTS : Relevant degree/diploma in Document/Information and Content Management or related. 3-5 years’ experience in the field of Document management and Records management. Project management. 2 years’ experience in DMC managerial role.

DUTIES : Implement and administer enterprise-wide transversal document management systems and related procedures that allow GPG departments to electronically capture, store, retrieve, access, share documents. Develop, document procedure manuals, or maintain standards, best practices, or system usage procedures. Analyze, interpret, or disseminate system performance data. Consult with end users regarding problems in accessing electronic content and provide tools and manuals to search electronic sources, such as databases or repositories, or manual sources for information. Provision of scanning or other automated data entry procedures, using imaging devices and document imaging software data capture technology to import digitized documents into document management system. Conduct needs assessments to identify document management requirements of departments or end users and propose recommendations for improving content management system capabilities. Document technical functions and specifications for new or proposed content management systems. Write, review, or execute plans for testing document procedure manuals or established document management systems. Monitor regulatory activity to maintain compliance with records and document management laws and assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content. Keep abreast of developments in document management by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences. Develop, design, standardize organizational templates for electronic use and content classification taxonomies to facilitate information capture, search, and retrieval. Assist in the assessment, acquisition, or deployment of new electronic document management systems. Develop rules and classifications of document and system access rights and revision control to ensure security of system and integrity of master documents. Implement electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists. Develop or configure document management system features, such as user interfaces, access profiles, and document workflow procedures.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527
POST 23/79: ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/006419
Directorate: Debt Management

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric certificate plus NQF level 6 qualification in financial accounting / financial management or legal. 2-3 years’ experience in collection or legal collection.
DUTIES: The Assistant Director is responsible for the overall reporting of the practitioner relating to debt collection. Manage performance development of the practitioners and filing clerks. Supervise, lead, and develop staff. Manage and assist with the management of the business unit. Supervising the Debt Collection team, ensuring that debts and collected and administered within the SLA. To provide management of accurately and timeous collection of all debts and amount owing to GPG Departments. Manage performance within SLA. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Submit monthly transaction report with the SLA.
ENQUIRIES: Ms. Portia Makotwane Tel No: (011) 689 8898

POST 23/80: SENIOR ADMIN OFFICER: RISK MANAGEMENT REF NO: REFS/006479 (X2 POSTS)
Directorate: Risk Management

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric certificate plus NQF level 6 qualification in Risk management/Business/Office and Administration or Commerce related. 2-3 years’ experience in Risk management, planning, project management and administration.
DUTIES: To provide a full range of administrative and office support to the internal Risk Management directorate. Ensure that updated and approved risk management documents are uploaded on the intranet. Providing administrative support in terms of drafting and formatting submissions. Provide support in terms of arranging logistics for workshops and meetings. Maintain calendar for the extended senior management team, executive management team, risk management committee, audit committee and any other meetings. Minute taking of all meetings of IRM with the exception those meetings allocated to the departmental secretariat. Coordinate and compile all necessary information and documents for the committee packs and submit to the departmental secretariat. Manage and maintain the document tracking system in the IRM directorate. Keep records of all documents for the IRM directorate. Order office suppliers and facilities that are required by the IRM directorate. Liaise with SCM for the support. Administer the shopping card system. Prepare submissions for payments of RMC Chairperson.
ENQUIRIES: Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 23/81: PRACTITIONER-EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/006421
Directorate: Human Resource Management

SALARY: R257 508 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric certificate plus NQF level 6 in Psychology/Social Work/Employee Wellness or related. 1-2 years’ experience in the Employee Health and Wellness field. Knowledge of the DPSA Wellness policy. Basic knowledge of GPG HR processes, PILIR and IOD policies.
DUTIES: To implement and maintain the employee health and wellness programme and to ensure continuous availability of the programme to all employees in the department. Ensure continued promotion and awareness of the Employee Health and Wellness Programme within the department and all its directorates. Organise and oversee EHP events and programs as indicated in the health calendar. Track attendance, participation or performance data related to EHP events. Respond to staff inquiring about wellness information, programs or services. Build solid partnership with external stakeholders. Contain a trauma incident or situation and refer affected employees for further assistance to appointed Service Wellness Provider. Coordinate Peer education programme. Coordinate and maintain a strong working alliance between supervisors, staff representatives, employees and the EHP. Assist managers and supervisors to deal appropriately with the difficulties that confront employees in the workplace. Submit written reports on the progress and activities of the EHP. Assist the department with stress debriefing/team building sessions. Plan for utilisation of allocated wellness budget.
ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

DEPARTMENT OF HEALTH

OTHER POSTS

POST 23/82 : HEAD OF CLINICAL UNIT GRADE 1: OBSTETRICS AND GYNECOLOGY REF NO: PHOLO 2020/09/07

Directorate: Medical

SALARY : R1 728 807 - R1 834 890 per annum (All-inclusive package)

CENTRE : Pholosong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynecology; Master of Medicine in Obstetrics and Gynecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynecologists of South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynecology of South Africa will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory.

DUTIES : To lead the department in provision of clinical care to patients, teaching and learning of Medical Officer Interns and Medical Officers, conduct research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. The running of a specialized fetal assessment clinic – for diagnosis and management of fetal anomalies. Provision of maternal services. Screening and management of all high risk pregnancies. Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. To ensure outreach programmes are initiated and maintained. Provision of teaching and Learning: To ensure that both Medical Officer Interns and Medical Officers are taught the required skills and provided with opportunities to learn, discuss and do presentation. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, Cluster Hospital - CMJAH, Country and internationally in order to promote Research. Administration: To ensure the processes of the hospital are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure recruitment and retention of staff. To allocate resources fairly and in line with all principles outlined. To provide leadership within the department, hospital.

ENQUIRIES : Dr N.M. Makgana Tel No: (011) 812 5162

APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified 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 maybe 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. People with disability are encouraged to apply.

CLOSING DATE : 16 October 2020
POST 23/83 : HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR
LECTURER/LECTURER
Directorate: Orthodontics

SALARY : R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : BChD degree or equivalent qualification, registration with the HPCSA as a Dental Specialist in a normal specialty or a recognised sub-specialty in the category of independent practice and proof of current registration with the HPCSA. A minimum of three (3) years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognised sub-specialty. A minimum of three years teaching experience at both undergraduate and postgraduate (specialty and non-specialty) level including postgraduate research supervision.

DUTIES : The successful candidate will, in addition to service rendering pertaining to the specialty of Orthodontics, be tasked with undergraduate and postgraduate teaching and assessment as well as curriculum development on a continuous basis. The successful candidate will also be expected to participate in the research activities of the department. Departmental duties will be assigned to the candidate by the head of department.

ENQUIRIES : Prof SL Shangase Tel No: (012) 319 2327/2225 OR Mrs Ina Swart Tel No: (012) 301 5705
APPLICATIONS : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

NOTE : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 16 October 2020

POST 23/84 : CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MRH 02/09/2020
Directorate: Clinical

SALARY : R1 173 900 per annum (inclusive package)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Grade 1: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. An additional hospital management qualification will be an added advantage. Good communication, Leadership and writing skills.

DUTIES : Overall clinical leadership and management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyze budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB: Commuted overtime is compulsory.

ENQUIRIES : Dr NG Soe Tel No: (012) 841 8302
APPLICATIONS : Applications to be sent to Mamelodi Regional Hospital, Private Bag X 0032 P.O Rethabile Mamelodi East 0122, Hand delivery to 19472 Cnr Serapeng Street & Tsamaya Road. Mamelodi East.
FOR ATTENTION : Ms KH Mokwana Tel No: (012) 841 8387
CLOSING DATE : 16 October 2020
**POST 23/85**

**MEDICAL SPECIALIST (GRADE 1 TO 3): SURGERY REF NO: PHOLO 2020/09/08**

Directorate: Medical

**SALARY**

Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive package)
Grade 2: R1 264 623 - R1 342 230 per annum (All-inclusive package)
Grade 3: R1 467 651 - R1 834 890 per annum (All-inclusive package)

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

MBChB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Surgery. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse teams.

**DUTIES**

Successful candidates will be responsible for the provision of evidence-based quality patient care which includes pre-operative, operative and post-operative care of Surgical patients. Maintaining a safe, efficient and appropriate environment for quality care. Educating and training of all Medical Officer Interns and Medical Officers of the surgical team. Supervision and facilitation of departmental programmes. Active involvement in clinical research. Effective administration and management of surgical unit and theater.

**ENQUIRIES**

Dr N.M. Makgana Tel No: (011) 812 5162

**APPLICATIONS**

Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE**

No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified 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 maybe 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. People with disability are encouraged to apply.

**CLOSING DATE**

16 October 2020

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**POST 23/86**

**MEDICAL SPECIALIST: SURGEON GR 1-3 REF NO: JUB21/2020**

Directorate: Medical Unit- General Surgery (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 fellowship in Surgery equivalent degree. Proof of current registration with council and Curriculum Vitae. Proof of registration with the HPCSA as Medical Specialist Surgeon.

**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 general surgery 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 General surgery 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. Consult and assess patients comprehensively. Ensure comprehensive clinical record keeping.

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 fellowship in surgery 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 : 16 October 2020
POST 23/87 : MEDICAL OFFICER (COVID-19 CONTRACT) REF NO: JUB21/2020
Directorate: Medical Unit
SALARY : Grade 1: R821 205 per annum
Grade 2: R838 964 per annum
Grade 3: R1 089 693 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Document required signed z83, certified copies, South African ID, Matric certificate or equivalent MBChB. Proof of current registration with council and Curriculum Vitae.
DUTIES : Grade 1: Requirements Senior Certificate Plus, appropriate qualification in Health Science-MBCHB Plus, current registration with HPCSA as an independent Medical Practitioner OR, 1 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. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by Human Resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. Grade 2: Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus current registration with HPCSA as an independent Medical Practitioner plus 5 years’ experience after registration with the HPCSA as a Medical Practitioner or 6 years’ experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community Service, as required in South Africa Certificate of service endorsed by your Human resources. Grade 3: Senior Certificate plus appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 10 years’ experience after registration with HPCSA as a Medical Practitioner OR 11 years’ experience after registration with as an independent Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Certificate of service endorsed by Human Resources Verification of experience Pre Screening endorsed by your Human Resources Verification of experience pre-screening endorsed by your Human Resources Verification of experience pre-screening endorsed by your Human Resources. Six months contract as sessional or full time in COVID-19 ward. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national provincial strategies. Support the training and the CPD/CME activities for Medical unit. Perform any other duties delegated by Supervisor/Manager.
ENQUIRIES : Dr Mokwena M J Tel No: (012) 717 9338

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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. 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: 16 October 2020

POST 23/88: LECTURER/STUDENT COUNSELLOR
Directorate Nursing Education and Training Services

SALARY: PND1: R383 228 – R 444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)

CENTRE: Rahima Moosa Nursing College

REQUIREMENTS: PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education Basic qualification accredited with SANC in terms of Government notice 425 (i.e. diploma/degree in Nursing) or equivalent that allows registration with the SANC: General Nursing Science and Midwifery Community Psychiatric Nursing Science. Degree in Nursing Education and Administration registered with SANC. A minimum of 4 years appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. A minimum of 3 years’ experience as a Lecturer. Master’s in nursing will be added as an advantage or intending to study master’s attach a motivation letter. A valid Code 8 manual driver’s license. Sound communication, counselling, report writing and presentation skills. Good computer skills (Ms. Word, PowerPoint and Excel). The ability to work in a team and under pressure. Successful candidate will be subjected to Medical surveillance.

DUTIES: The successful candidate will be responsible for; amongst others: Plan, implement and manage learner counseling and support programs, Implementation of life and study skills for learners, Assessment and referral of individual learners with personal problems, Promotion of general welfare, personal and professional development of learners, Support and guidance of Student Representative Council and class representatives, Orientation of newly appointed learners, Conduct classroom presentations to improve academic performance, Provide counselling and support to academic and administrative staff in emergencies, Assist with the provision of employee wellness service, Plan, implement and manage the provision of the English program, Policy development, review and evaluation. Continuing education in Student Counseling and Nursing Education.

ENQUIRIES: Ms. K Mashamba (HOD Clinical) – Tel No: (011) 247- 3303-3300 Mr. A.T Tsoke (SAO HR) – Tel NO: (011) 247 3321

APPLICATIONS: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.

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

CLOSING DATE: 16 October 2020
POST 23/89

ASSISTANT DIRECTOR: LOGISTICS AND SUPPORT
REF NO: MRH 03/09/2020

Directorate: Administration and Support

SALARY

R376 596 per annum plus benefits

CENTRE

Mamelodi Regional Hospital

REQUIREMENTS

A National diploma / degree in Public Management / Administration or equivalent qualification (NQF-level 6) with more than 3 years relevant experience or Grade 12 certificate with 10 years of which 5 years should be supervisory experience in the Logistics and Support Services Environment, preferably in a hospital environment. Knowledge of the Public Finance Management Act, 1999 (PFMA) and understanding of Government procurement processes. Project management. Good financial management. Managerial and Leadership skills. Communication with the ability to motivate and direct people. Problem solving and conflict management. Must be computer literate (MS Office). A valid driver’s license. (Effective written and verbal communication, analytical and report writing skills, negotiation, team building, problem solving, conflict resolution and ability to work under pressure.

DUTIES

Manage Logistics and Support services departments within the institution i.e. (Cleaning, Porters, Mortuary, Linen and Security) and monitor compliance to finance and procurement processes as well as the maintenance and payment of office equipments. Liaise and interact with stakeholders and manage customers. Monitor and report on proper implementation of the National Core Standard requirements of the hospital. Ensure compliance and maintaining the quality standard required by the institution. Participate in inter and intradepartmental committees that deals with issues of admin and support services etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Monitor of performance and evaluation of staff. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Logistics and Support services departments. Ensure sound inventory management and control. Plan and implement training programs for staff. Fulfill duties as per PMDS contract and job description. Perform any other duties requested by.

ENQUIRIES

Mr MS Machaba Tel No: (012) 841 8307

APPLICATIONS

must be submitted to: Mamelodi Regional Hospital, Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472, CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION

Ms KH MokwanaTel No: (012) 8418387

CLOSING DATE

16 October 2020

POST 23/90

ICT TECHNICIAN

REF NO: ICT/09/2020

Directorate: Management and Support

SALARY

R257 508 per annum (plus benefits)

CENTRE

Rahima Moosa Nursing College

REQUIREMENTS

Degree/Diploma in Information Technology (IT) with a minimum of 3 years’ experience in the Public Service ICT environment OR a Grade 12 with a minimum of 5 and above years’ experience in the Public Service ICT environment. A+ and N+ Certificates or having done it as a subject in a different program, MCSA or MCSE certificate will be advantageous. Knowledge and experience in Desktop, LAN and WAN Support. Knowledge of BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Ability to handle and manage confidential information. Valid driver’s license. Proof of computer literacy (MS Word, Excel, and PowerPoint etc.). Good telephone etiquette and excellent computer skills. Good communication (verbal & written), organizational & problem-solving skills. Ability to work under pressure. Sound interpersonal relations and conflict management skills. Understanding of legislative frameworks in Public services.

DUTIES

Manage and install, configure and upgrade operating systems and software, using standard business and administrative packages. Install, assemble and configure computers, monitors, network infrastructure and peripherals, such as cables and printers. Maintain departmental LAN. Act as a technical resource in assisting users to resolve problems with equipment and data. Analyze and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Manage overall ICT systems security and disaster recovery. Liaise between management and users. Anticipate and manage ICT risks e.g. virus threats, power outages, leakage of information, etc. Manage and maintain all ICT equipment at
the College. Provide first line technical support and maintain WAN/LAN and desktop for all College users. Minimize service disruption by operating, supporting and maintaining day to day operational issues of the College. Attend to user complaints. Install and update software of all systems. Ensure that all backups are done on monthly basics. Record keeping, provide specifications for IT equipment's. Manage telecommunications/telephone management system. Manage subordinates. Manage employee’s performance evaluations (PMD). Attend meetings and submit reports as requested. Participate in activities that will promote the institutional ICT integrity e.g. develop policies to ensure the safe legal usage of all ICT equipment. Adhere to the Code of Conduct.

ENQUIRIES APPLICATIONS
Mr. J Machaba Tel No: (011) 247 3303/00 / AT Tsoke Tel N (011) 247 3321
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109, Human Resource Department.

NOTE
State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHN). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE
16 October 2020

POST 23/91
PROCUREMENT OFFICER REF NO: MSD2019/09/04 (X1 POST)
Directorate: Procurement Services

SALARY
R257 508 per annum (Level 07) plus benefits

CENTRE
Medical Supplies Depot

REQUIREMENTS
Grade 12 with a recognised certificate in Supply Chain Management (SCM) /Diploma in Logistics and a minimum of 3 years’ experience in Logistics or SCM; or Grade 12 with a minimum of 5 years’ experience in Logistics or SCM. An understanding of Central supplier database and verification of supplier status on the database. Knowledge of applicable Supply Chain related acts, policies and regulations including PFMA, PPPFA, BBBEE, PAS. An understanding of the conditions for National Pharmaceutical contracts. Be computer literate including word and Excel skills. Good verbal and written communication skills. Attention to details. Ability to work in the team. Understanding of MEDSAS system will be added advantage.

DUTIES
Responsible for handling all enquiries relating to orders for direct delivery to healthcare facilities. Follow up with both facilities and suppliers on outstanding and overdue orders. Receiving, following up and resolution of complaints from healthcare facilities in conjunction with Quality Assurance unit. Ongoing communication with healthcare facilities on the status of their DDV orders on the system. Updating, cancellation and completion of orders on MEDSAS system in consultation with both suppliers and healthcare facilities. Maintaining up to date records and reports of all processed DDV orders. All other procurement unit related administrative duties. Incumbent will report to the Procurement Unit Pharmacist.

ENQUIRIES APPLICATIONS
Ms K. Hanise Tel No: (011) 628 9083
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in register book.

NOTE
A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE
16 October 2020

POST 23/92
IT TECHNICIAN REF NO: STDH/00028 (X1 POST)
Directorate: Administration

SALARY
R257 508 – R303 339 per annum plus benefits

CENTRE
Sizwe Tropical Disease Hospital
REQUIREMENTS: Relevant National Diploma with 2 years’ experience in IT and Switchboard or Grade 12 with 5 years’ experience in IT or A+ N+ with 4 years IT experience. MCSA or MCSE will be advantageous. A valid driver’s license will be added advantage. Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting PAAB, BAS, PERSAL, SAP, SRM, RX, RDM and Microsoft packages. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Good communication, planning and telephone skills also required as well as a good attendance profile.

DUTIES: The successful candidate will be responsible for managing and constantly monitoring the continuous functioning of the LAN and WAN connective. Provide technical support and maintain desktop and other hardware for all users in the department. Install computer hardware, software and configure network device, internet and email accounts for all users in the department. Provide support to end-users, devices and transversal systems i.e. BAS, SAP, PERSAL and SRM.

ENQUIRIES: Ms L Sibeko Tel No: (011) 531 - 4340

APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham OR e-mail to: SizweHR@gauteng.gov.za

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

CLOSING DATE: 16 October 2020

POST 23/93: ADMIN CLERK (RECORDS) REF NO: ODI/14/09/2020/01

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

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 12 certificate with two years’ experience in the hospital environment of which one year should be Patient Administration and Records. Must able to work under pressure. Knowledge of admission and discharge in terms of Patient’s classifications manuals. Interpersonal relationship skills and telephone etiquette. Knowledge of PAJA and PAIA. Male candidates are encouraged to apply. Motivation must be attached as proof of working experiences.

DUTIES: Filling and retrieval of patient’s records and other documents related to patient’s files. Be prepared to work shift and/ or assist in other areas of Patient admin (Reception/ OPD/Wards) when requested. Safekeeping and disposal of files and documents in terms of National Achieves Act. Daily booking of patients and tracking of missing files. Correct capturing and completing of downtime register as a downtime tool. Perform any other lawful/ legal instructions as delegated by the supervisor.

ENQUIRIES: Mr. TR Maluleke Tel No: (012) 725 2465

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

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

CLOSING DATE: 16 October 2020

POST 23/94: SECURITY GUARD REF NO: STDH/00029 (X1 POST)

Directorate: Admin & Support

SALARY: R122 595 - R144 411 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Grade 12 Certificate, 5 years’ experience as security Officer, Valid Grade C, B and A PSIRA Certificate. Good report writing and communication skills. Computer literacy, CCTV Training Certificate, SAPS clearance certificate and working experience as a CCTV operator will be an added advantage. Knowledge and understanding of security Legislation/Acts such as MISS and Control of access to public premises and vehicles Act 53 of 1995.Willingness to work shifts and extended hours.

DUTIES: Report incidents and security breaches. Patrol hospital premises, investigate incidents, Do access control at the gate, Operate surveillance camera system of the hospital, Track down lost or absconded patients, record and submit evidence
footage for investigation, escort patients, do parade on daily basis and carry any lawful instructions given by authorized person.

ENQUIRIES : Mr MA Masuluke Tel No: (011) 531 - 4353

APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

CLOSING DATE : 16 October 2020

POST 23/95 : CLEANER REF NO: STDH/00030 (X4 POSTS)
Directorate: Admin & Support

SALARY : R102 534 – R120 780 per annum plus benefits

CENTRE : Sizwe Tropical Disease Hospital

REQUIREMENTS : Grade 10/ Abet level4. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, color coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Reliable and punctual. Be prepared and able to work shifts, weekends and Public holidays. Work as a team and rotate to other sections.

DUTIES : Provision of cleaning services in the hospital, rendering comprehensive cleaning services which includes; Cleaning offices, wards corridors, 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 LK Moatshe Tel No: (011) 531 - 4311

APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

CLOSING DATE : 16 October 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 26 October 2020. No late applications will be considered.

NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).
POST 23/96 : MANAGEMENT ECHELON

DIRECTOR: ASSET & TRANSPORT MANAGEMENT REF NO: REFS/006527

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus Degree in Supply Chain Management/Public Administration/Logistics/Cost Management/Auditing /Commerce (NQF Level 7). Minimum of 5 years’ experience at managerial level in the public-sector Assets environment. Knowledge of BAS will be a priority. The 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. Experience in the preparation of financial reports on assets and leases. Demonstrate adequate experience in handling disposal on a large scale. Proven track record on asset stock take and handling of losses. Knowledge of the PFMA, PPPFA and relevant regulations.

DUTIES : Responsible and accountable for implementation of Asset Management strategy and plans. Ensure the management of movable assets and fleet functions. Manage the execution of annual asset stock count and coordinate the periodic verification process of assets. Coordinate quarterly disposal committee meetings. Preparation of reports for disposal committee, monthly financial statements on assets and fleet. Execution of the disposal of assets. Verify the correctness of the procurement request for assets in terms of allocations and procedure. Monthly reconciliation of assets with regard to purchases, disposals and verifications conducted. Preparation and management of lease register relating to departmental fleet. Address all asset fleet management related audit queries. Manage the movement of assets and departmental fleet. Report to the Loss Control Officer any asset that is not traceable during the verification process. Continuously updating the asset register.

ENQUIRIES : Ms K Kunene Tel No: (072) 315 9992
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 23/97 : MANAGEMENT ECHELON

DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: REFS/006528

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus An undergraduate qualification in Public Administration/Management/Logistics Management/Property Management or equivalent NQF level 7 qualification as recognised by SAQA. Minimum of 5 years’ experience at Middle/Senior Management level. SMS Pre-entry Certificate. The 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. Knowledge, experience and understanding of Standards for the Archives and Records Management Practices; Records Management Policies and Frameworks; relevant legislations relating to Building, OHS and Security; relevant legislation and regulations pertaining to financial accounting, internal controls, and corporate governance; Confidential Information Handling and Public Service Regulations. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Communication, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful.

DUTIES : Manage the provision of Facilities, maintenance and building management. Ensure and monitor the effective and efficient provision of Records Management. Ensure provision of safe and secure environment internally and external safeguarding of Departmental Assets. Manage and monitor the provision of conducive, Clean and Hygienic environment in the workplace according to the Occupational Health and Safety Act. Management of the business unit.

ENQUIRIES : Ms K Kunene Tel No: (072) 315 9992
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 23/98 : MANAGEMENT ECHELON

DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/006529

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Degree in Public Administration/Business Management or equivalent qualification (NQF level 7). Minimum of five (5) years relevant experience at Middle/Senior Management level. SMS Pre-entry Certificate. The 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. Knowledge, experience and understanding of the Treasury Regulations and Planning Frameworks, Public Service Regulations, Public Service Act, Public Financial Management Act, Medium-Term Expenditure Framework. Office management principles, practices, and systems. Ability to distinguish sensitive and confidential information and files, and maintain confidentiality information. Knowledge of policies, requirements, and procedures applicable to the sector. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent interpersonal communication skills, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful. Ability to work under pressure.

**DUTIES**

Provide technical, administrative and secretariat support services to departmental committees and Office of the HOD. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as relevant committees and structures. Coordination of Human Settlements planning and reporting. Management of the business unit.

**ENQUIRIES**

Ms A Mogaswa Tel No: (072) 313 8052

**APPLICATIONS**

Please apply online at www.gautengonline.gov.za

**POST 23/99**

**DIRECTOR: MONITORING AND EVALUATION**

**REF NO:** REFS/006531

**SALARY**

R1 057 326 per annum (All-inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A Matric plus an appropriate 3-year accredited Bachelor’s Degree/National Diploma in Social and or Economic Sciences/ Development Studies/Monitoring and Evaluation/ Statistics and Research/Public Governance/ Public Management and Governance/ Policy Analysis and Evaluations. Minimum of five (5) years relevant experience at Middle/Senior Management level. Knowledge and experience in project management, database management and analysis software packages such as MS Access, Excel, STATA and Atlas Ti. Ability to customise and generate reports to meet user’s needs. Possession of SMS Pre-entry Certificate. The 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. Extensive experience in conducting social research (minimum two years both public and private sector. Good Knowledge and Understanding of the FMPP, MTEF, MTSF and PI Frameworks and other relevant prescripts of programme, proven ability to produce quality assured work and manage deadlines. Proven experience of analysing performance information for alignment and verification. Report Writing skills and quantitative and qualitative analysis. Knowledge and understanding of policies, Mandates, priorities, objectives and the District Service Delivery Model. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research, analytical capability. A valid driver’s licence is a Must.

Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Communication, Honesty and integrity. Attributes: Good communication and presentation skills. Good Stakeholder liaison, coordination and problem-solving skills, good computer skills. Good interpersonal Skills, ability to do work under pressure, long hours as well as travelling for extended periods.

**DUTIES**

Facilitate effective monitoring and evaluation of departmental annual performance as per stakeholder and Treasury Guidelines/Requirements. Collect, analyse reporting data on inputs, activities, outputs, outcomes and impacts as well as external factors, in a way that supports effective management on a continuous basis using monthly reports to identify major areas/key information points requiring attention/developments, Monitor and analyse (statistical and non-statistical) Departmental Programme Performance on monthly and annual basis, Coordinate and develop the Departmental Annual Report and or Mid-Term Review report and or 5 Year Review Report, Design and Conduct Evaluation studies/ reviews on Departmental programmes and assess the impact and sustainability of programmes as per Provincial and Treasury Guidelines/Requirements, Departmental Evaluation Planning (Development of departmental 3 year evaluation plans), Evaluation of the Human Settlements Conditional Grant Report, Generate, customise and communicate reports/findings to relevant stakeholders and coordinate the implementation of recommendations from various M&E reports, Effectively conduct project-level monitoring of selected projects, Monitoring and
Analysis of Departmental Programme Performance and sector priorities, Management of the Business unit.

ENQUIRIES : Ms M Tshabalala Tel No: (063) 691 4046
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 23/100 : DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/006530

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg

DUTIES : Undertake financial planning, budgeting and reporting work as requires. Manage the roll-over, adjustment estimates (ENE), and virement process. Manage the performance of the Financial Administration and Accounting Services Operational/work plan including people management.

ENQUIRIES : Ms A Mogaswa Tel No: (072) 313 8052
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OFFICE OF THE PREMIER

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

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 16 October 2020
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies.
using the mandated DPSA SMS competency assessment tools. NB. Requirement for all posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

**MANAGEMENT ECHELON**

**POST 23/101**

**CHIEF DIRECTOR: SERVICE DELIVERY INTERVENTION**

**REF NO: 006512**

Branch: Institutionnel Développent Support & Integrity Management

**SALARY**

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

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric and NQF Level 7 in Public Management, Business Administration or relevant qualification. A minimum of 5-10 years Senior Management experience and be fully conversant with the structure and operations of the Public sector. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development. Demonstrable experience in management at an executive level. Knowledge and understanding of government priorities. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills, research and policy analysis skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks. Ability to work under pressure and willingness to work long hours.

**DUTIES**

Develop support mechanisms and strategies to enable the uniform establishment and roll out of service response centres (physical war rooms) and service response teams (organisational structures and people) at Metro/District, region/local and ward levels by municipalities and the establishment of war room customer walk-in centres by provincial departments across Gauteng City Region. Monitor and oversee the proper functioning of all service response centres and service response teams at ward level and of war room customer care centres at department level and develop intervention mechanisms where performance is unsatisfactory. Establish and manage effective communication channels and reporting mechanisms between the central war room, municipalities and provincial departments as regards the war room network. Manage the activities and functioning of the War Room Provincial Task Team to ensure it carries out its mandate of central planning, implementation and coordination of the service delivery war room network and its functioning. Manage the rapid response teams and central information centre network to ensure monitoring and coordination of service delivery protests through predictive analysis, geo location of beneficiaries, integration of community development workers onto the CRM system. Manage and coordinate the planning, execution and evaluation of the Ntirhisano Community Outreach Programme. Manage the various channels available for residents to submit petitions together with the mechanisms for providing feedback. Implement and monitor the effectiveness of streamlined efforts and cooperation in responding to service delivery crises and protests and their ability to pro-actively manage and neutralise these potential threats. Manage and Build the Relationship between the Gauteng City Region entities to ensure that resolution of queries is done within agreed turnaround times and that all escalated service delivery issues are resolved.

**ENQUIRIES**

Ms Sylvia Mtshali, Tel No: (011) 355 6280

**POST 23/102**

**DIRECTOR: FORENSIC INVESTIGATIONS**

**REF NO: 006488**

Branch: Institutional Development Support and Integrity Management

**SALARY**

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

**CENTRE**

Johannesburg

**REQUIREMENTS**

An appropriate undergraduate qualification (NQF level 7) in Law (Buiris, Bproc and or LLB) or Commerce. 5-10 years relevant functional experience in the middle management position with proven managerial skills. 8 or more years of experience in the Forensic investigations or law enforcement specializing in commercial crimes. ACFE qualification; Ethics Certification. Valid driver’s license. Key Competencies: An energetic, motivated and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural
planning. An individual with strong leadership and communications skills; effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. An innovative and resourceful results – oriented person, with extensive negotiations, managerial and motivational skills, with proven ability to liaise with ease at various levels and to work proactively and under pressure. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. A perceptive and supportive communicator who leads by example and encourages cohesion and commitment through the identification and development of potential. An Individual with extensive experience in forensic investigation and with commitment in eradicating fraud and corruption through Gauteng Provincial Government.

**DUTIES**

Develop guidelines, policies and procedures for conducting of investigations in Gauteng Provincial Government. In accordance with the aforementioned guidelines, policies and procedures, with the assistance of a team of professionals, undertake and coordinate, as appropriate, investigations of potential fraud, corruption, maladministration, misappropriation and financial mismanagement throughout Gauteng provincial Government. Apply and ensure objectivity, impartiality and fairness throughout investigative process in accordance with generally recognized investigation standards. Promote Integrity in accordance with Gauteng provincial government integrity framework and Code of conduct.

**ENQUIRIES**

Ms Phelisa Khuzwayo Tel No: (011) 355 6730

**OTHER POSTS**

**POST 23/103**

**DEPUTY DIRECTOR: EXECUTIVE COUNCIL SERVICES REF NO: 006489**

Branch: Executive Support and Stakeholder Management

**SALARY**

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

**CENTRE**

Johannesburg

**REQUIREMENTS**

An NQF level 7 qualification in Public Policy Administration, Public Administration and/or Business Administration. Relevant 3 - 4 years’ experience in a Junior Management post. A computer literate, seasoned professional writer and reviewer. An understanding of Administrative and Executive Council or Cabinet systems. Excellent planning and organising skills. Good interpersonal; critical thinking, verbal and written communication skills. Ability to multi-task and work independently; coordinate and support meetings via virtual platforms. Availability to work outside of official working hours, as and when required.

**DUTIES**

Plan, co-ordinate and manage end to end in-person and virtual meeting business processes to support Executive Council meetings, including the management of professionally prepared documents, apply quick turnaround times on electronic workflows while ensuring security of classified Government Information Maintain and manage the restricted access protocols to virtual meeting rooms; address deviations and facilitate professional virtual meeting etiquette. Undertake the archiving and retrieval of meeting records. Circulate and track the implementation of Executive Council and its Sub-Committee resolutions Compile and facilitate the approval of quarterly Registers of Resolutions. Underatke professional minute writing and review of meeting discussion documents from input to adoption phase. Professional report writing; ability to draft official and diplomatic correspondence as and when required. Provide administrative and technical support to meetings in the Executive Council System and support capacity building training programmes. Collaborate with teams on cross-functional areas as well as with other spheres of government and officials in Departments. Lead discussions on the requirements of Cabinet memoranda submissions. Lead the development of cluster/ sector related annual schedule of meetings. Coordinate the receipt of cabinet memoranda in line with the province’s strategic priorities and approved formats. Undertake ad-hoc desktop research in support of the analysis of the external environment and its impact on the Executive Council System; Compile Executive Council memoranda on innovations to the Executive Council System.

**ENQUIRIES**

Ms Zandile Ntshalintshali Tel No: (011) 355 6427

**NOTE**

Applicants for this post may emailed their CV’s to: recruitment.premier@gauteng.gov.za

**POST 23/104**

**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 006490**

Directorate: Financial Accounting Services

**SALARY**

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

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus Degree in Financial Accounting, Completed Articles, 3 - 5 years junior management experience in the Financial Reporting field. A good understanding of PFMA, Treasury Regulations, National and Provincial Treasury Instruction Notes,
DUTIES: Prepare Annual Financial Statements (including interim statements) and Annual Report input: Draft a work plan for the office in line with the guideline and timelines as provided by National Treasury and Gauteng Provincial Treasury, Provide draft and final Financial Statements to supervisor/ management for review and input, Provide draft and final Financial Statements to Gauteng Provincial Treasury and Auditor General. Compile and provide information to Directorate Corporate Communication for inclusion of financial part, Obtain reports from Auditor General and Audit Committee and forward to Dir Corp Comm for inclusion, Obtain ISBN no from National Treasury Printers for Dir Corp Comm for printing of Annual Report, Ensure that the AFS are properly aligned in the Annual Report before printing, Obtain copies of Annual Report for distribution as per guideline provided by Auditor General (Dir Corp Comm distribute part of list), Handle and respond to Auditor General queries. Manage the provision of effective and efficient creditor management services: Ensure that all invoices received are consolidated, manage monthly payment of utility bills and leases, manage recording of payment source documents; Ensure invoices and SRIs are submitted to expenditure timeously for payment processing. Manage payment of invoices. Manage the provision of effective and efficient administration of payments, Check and approve payment as per delegations; Monitor processing of all payments, Investigate all invoices older than 15 and 30 days and ensure appropriate action taken, Ensure timely provision of reports to Head Office for preparation of AFS and IFS such as accruals and commitment reports, for disclosure; Manage and report on a monthly basis all irregular, unauthorized, fruitless and wasteful expenditure; Ensure timeous verification, processing and recording of all S&T claims and submit to voucher control; Ensure document control is printed, batched and submitted to voucher control. Provide accurate and effective voucher control and loss control services. Voucher control: Ensure that voucher room is compliant with Treasury practice notes; Manage reconciliation of vouchers with all transactions in the payment register; Manage access and voucher retrieval to voucher control is limited to the responsible officials only; Ensure completeness of vouchers forwarded to voucher control by cross checking to the BAS document control report. Loss control: Provide support during audit query process; Ensure all reported losses are recorded and an adequately completed file is opened; Ensure timeous provision of salary related supporting documents to clear suspense accounts; Manage investigation of discrepancies and uncollected payrolls and reports. Provide inputs to policies and strategies aimed at improving service delivery: Conduct research to develop best practice; Analyse and interpret legislation and existing frameworks, Ensure the review and development of effective policies. Provide advice and guidance regarding the interpretation and application of policies. Manage resources of the Sub Directorate Activities.

ENQUIRIES: Ms Confidence Nhleko Tel No: (011) 355 6045

POST 23/105: DEPUTY DIRECTOR: PROTOCOL REF NO: 006491

Directorate: Development Communication

SALARY: R733 257 – R 863 748 per annum (all-inclusive remuneration package)

CENTRE: Johannesburg

REQUIREMENTS: 3 - 4-year tertiary qualification in Communications or Public Relations or related field. 5 Years’ experience and knowledge of community development, event management, development communication, public advocacy, public relations, protocol services and corporate social investment. Knowledge of public policies and social affairs. Strong leadership capabilities, client orientation and ability to innovate. Knowledge of communications strategy, policy and legislative framework in the Public sector. 3 - 5 years Management experience. Knowledge of Departmental communication strategy, policy and processes. Human Resources, Financial Management, interpersonal skills project management and writing skills.

DUTIES: Develop GPG protocol framework. Coordinate protocol services for Premier and Executive Council. Advise and render protocol support for GPG activities and or events. Conduct environmental scan on the site. Prepare a report on environmental issues and the profile of the area. Identify protocol training needs, coordinate GPG protocol training manual, design and implement GPG annual protocol training programme. Design GPG stakeholders’ programme. Draw action plan and budget for stakeholders’ events. Coordinate logistics on the day. Write

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reports on the event. Follow up issues arising from stakeholder events. Development and implementation of stakeholder relations and public participation strategies in ensuring direct interaction between government and targeted stakeholders and the public. Manage research and information gathering for communication purposes. Manage and communicate government policies and program of action to communities. Management and liaison of all spheres of government with the implementation of government programs, networking sessions and outreach programs.

ENQUIRIES : Mr Tshepo Rasego, Tel No: (011) 355 6450

POST 23/106 : ASSISTANT DIRECTOR EXECUTIVE COUNCIL SERVICES REF NO: 006510
Branch: Executive Support and Stakeholder Management

SALARY : R376 596 – R443 601 per annum (Plus Benefits)
CENTRE : Johannesburg

REQUIREMENTS : An NQF level 6/ NQF Level 7 qualification in Public Policy Administration, Public Administration and / or Business Administration. Relevant 3 - 4 years’ experience in a Secretariat, Executive Support/ Professional writing environment. Experience in a Public Sector Environment will be advantageous. A computer literate, seasoned professional writer. An understanding of Administrative and Executive Council or Cabinet systems. Excellent planning and organising skills. Good interpersonal; critical thinking, verbal and written communication skills. Ability to multi-task and work independently; coordinate and support in person meetings and via virtual platforms. Availability to work outside of official working hours, as and when required.

DUTIES : Plan, co-ordinate and manage end to end in-person and virtual meeting business processes to support Executive Council meetings, including the management of professionally prepared documents, apply quick turnaround times on electronic workflows while ensuring security of classified Government Information. Maintain and manage the restricted access protocols to virtual meeting rooms; address deviations and facilitate professional virtual meeting etiquette. Undertake the archiving and retrieval of meeting records. Circulate and track the implementation of Executive Council and its Sub-Committee resolutions. Compile and facilitate the approval of quarterly Registers of Resolutions. Undertake professional minute writing and review of meeting discussion documents from input to adoption phase. Professional report writing; ability to draft official and diplomatic correspondence as and when required. Provide administrative and technical support to meetings in the Executive Council System and support capacity building training programmes. Collaborate with teams on cross-functional areas as well as with other spheres of government and officials in Departments. Lead discussions on the requirements of Cabinet memoranda submissions. Develop Cluster/ Sector related annual schedule of meetings. Coordinate the receipt of cabinet memoranda in line with the province’s strategic priorities and approved formats. Undertake ad-hoc desktop research in support of the analysis of the external environment and its impact on the Executive Council System; Compile Executive Council memoranda on innovations to the Executive Council System.

ENQUIRIES : Ms Ongeziwe Tshaka Tel No: (011) 355 6450
ANNEXURE O

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

*The Department is an equal opportunity, affirmative action employer and is committed to empowering people living with disability*

| APPLICATIONS | The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. |
| FOR ATTENTION | Mr LA Nyilenda |
| CLOSING DATE | 16 October 2020 (Applications received after this date will not be accepted). |
| NOTE | Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's licence and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. |

**MANAGEMENT ECHELON**

| POST 23/107 | CHIEF DIRECTOR: MUNICIPAL LED SUPPORT REF NO: 4/2020 (MLEDS) |
| SALARY | R1 251 183 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service) |
| CENTRE | Pietermaritzburg |
| REQUIREMENTS | The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Economics/ Development Planning or a related qualification coupled with 5 years’ experience at a senior management level in an Economic Development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws, Knowledge of Public Service Act/ Regulations and Labour Relations Act, Knowledge in interpretation, research and development of legislation, Knowledge of monitoring and evaluation processes and systems, Awareness and understanding of the municipal environment, Knowledge of project management and policy analysis, Planning and organizing skills, Conflict resolution and communication skills, Time management skills, Team development, decision making and problem solving skills, Management of finances skills, Project management and strategic planning skills, Financial and conflict resolution skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid drivers licence. |
| DUTIES | The successful candidate will be required to manage the implementation of programmes that strengthens local economic development with the following key responsibilities:- Oversee LED projects implementation and institutional development, Manage and support interventions and flagship programmes including CWP and EPWP, Manage the improvement of government services access by communities, Manage the development and implementation of policies, procedures and processes, Manage the resources of the Chief Directorate. |
| ENQUIRIES | Ms B Mgutshini at Tel No: (033) 8975672 |
OTHER POSTS

POST 23/108 : DEPUTY DIRECTOR: AUDIT REF NO: 3/202020 (IC)
Directorate: Internal Control

SALARY : R733 257 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management as major subjects coupled with 3 years junior management experience in Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management environment. Certified Internal Auditor (CIA) will be an added advantage as well knowledge of TeamMate. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and understanding of PFMA and other relevant legislation, Awareness and understanding of cultural climate within the Public Service, Knowledge of policy analysis, project planning, audit planning; audit execution and risk management, Knowledge of standards for professional practice of internal auditors, Knowledge of Batho Pele principles, Good planning and team development skills, Decision making, problem solving and team development skills, Project planning and management skills, Advanced computer skills in MS Office, internet and intranet, Report writing, presentation and facilitation skills, Good communication skills (verbal & written) A valid drivers licence.

DUTIES : The successful candidate will be required to ensure compliance with policy and prescripts with the following key responsibilities:- Co-ordinate, formulate and submit audit information for the annual audit plan, Ensure the effective, efficient and economical implementation of annual audit programme, Co-ordinate the undertaking of the internal compliance and performance audit and approve the internal audit plan, Co-ordinate the reporting on the audit coverage and results of audit activities, Provide support service to the internal control oversight committees, Management of the units resources.

ENQUIRIES : Ms T Dinga at Tel No: (033) 3952057

Directorate: Internal Control

SALARY : R733 257 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management as major subjects coupled with 3-5 years junior Management experience in Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management environment. Qualification as a CFE, IRMSA Risk Practitioner and or CIA will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Public Sector, Local Government and Public/ Private entities systems and relevant Legislation/ Statutes (including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Service Delivery (Batho Pele), Treasury Regulations and Practice Notes, Public Service Regulatory Framework (PSRF) and Labour Relations Act, Knowledge of standards for the professional practice of internal auditing, Detailed knowledge of KZN Anti Fraud and Anti Corruption Framework; Public Service Risk Management Framework; KZN Provincial Risk Management Framework; KZN Provincial Framework; Public Sector Integrity Management Framework; Public Service Anti-Corruption Framework; Minimum Anticorruption Capacity Standards. (MAC); Minimum Information Security System (MISS) and Prevention and Combating of Corrupt Activities Act (PRECCA), Knowledge of MTEF budget compilation and analysis as well as basic accounting system (BAS), Detailed knowledge of risk analysis/ management and risk management practices, Knowledge of Public Service Regulations and public service code of conduct, Problem-solving, analytical and numeracy skills, Analytical and quantitative method tools skills, Good research, report writing and investigation skills, Policy interpretation/ analysis and development skills, Project planning and management as well as change management skills, Good financial management skills, Presentation and facilitation skills, Management, statistical and quantitative analysis skills, Good communication (verbal & written) as well as interpersonal relations skills. Self-discipline and ability to work under pressure, Knowledge of advanced MS office.
applications including internet and intranet, A valid drivers licence, Knowledge of TeamMate and CURA will be an added advantage

**DUTIES**

The successful candidate will be required to manage and oversee the provisioning of effective and efficient Departmental internal risk management services in terms of legislative mandates with the following key responsibilities:- Ensure monitoring, evaluation and reporting on the implementation of effective and efficient risk management systems and strategies within the Department, Ensure and oversee the development and implementation of effective and efficient risk management policies, frameworks and procedure manuals, Ensure the development, implementation and maintenance of risk management monitoring and evaluation mechanisms within the Department, Provide transversal support, advice and guidance in terms of risk management prescripts, Compile and issue reports to the executive authority on risk management compliance programmes, Ensure the management, development and supervision of staff and other resources.

**ENQUIRIES**

Ms T Dinga at Tel No: (033) 3952057

**POST 23/110**

**ASSISTANT DIRECTOR: SECURITY ADMINISTRATION REF NO: 2/2020 (CS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

**SALARY**

R376 396 per annum

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in the Security field/ Security Industry/ Public Administration or a related qualification coupled with 3-5 years’ experience in the public administration/security management environment. The successful candidate will be required to undergo a vetting process by an organ of state within the first year of assumption of the duties. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of policy analysis, Knowledge of project management, Knowledge of Security Acts and policies, Knowledge of financial management systems, Knowledge of security functions and security management, Good planning, facilitation and project management skills, Strategic thinking and strategic management skills, Security and research skills, Financial management skills, Decision making and problem solving skills, Interpersonal and analytical skills, Good communication skills (verbal and written), Computer literacy in MS Office.

**DUTIES**

The successful candidate will be required to render a dedicated, effective and efficient security administration service for the Department with the following key responsibilities: Provide access control services to departmental buildings, Manage outsource security services, Provide security to government property and at premises, Formulate policies and guidelines, Operate and maintain security monitoring systems, Manage the unit resources.

**ENQUIRIES**

Mr D Mnyandu at Tel No: (033) 897 5615

**POST 23/111**

**ASSISTANT DIRECTOR: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF NO: 2/2020 (TRA)**
Chief Directorate: Traditional Resource Administration
Directorate: Provincial House Secretariat Support

**SALARY**

R376 596 per annum

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in possession of a minimum National Diploma or NQF level qualification as recognised by SAQA in Public Administration/ Human Science/ Business Management or related qualification coupled with 3-5 years’ experience within an administration environment. Experience in a Traditional Affairs environment will be an added advantage.

Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of provincial policies, Knowledge of Departmental policies/ policy analysis, Knowledge of delegations, Knowledge of protocol services, Knowledge of Traditional Affairs policies, Knowledge of programme management, Knowledge of project management and financial management, Research skills, Problem solving and conflict resolution skills, Planning and organizing skills, Supervisory and management skills, Decision making skills, Good communication skills (verbal and written), Computer literacy in MS Office, A valid drivers licence.

**DUTIES**

The successful candidate will be required to provide secretariat and administrative support and maintenance services to Provincial House Support with the following key responsibilities:- Provide secretariat and administrative support and monitor the implementation of the Provincial House and its committees recommendations/decisions, Provide logistical, transport and auxiliary services to the Provincial House, Render protocol services to the Chairperson and the Deputy
Chairperson of the Provincial House and Amakhosi when attending functions, Provide advice and guidance and input to policy, Supervise staff.

**ENQUIRIES:** Ms P Mtshali at Tel No: (033) 897 5601 / 033 897 5687

**DEPARTMENT OF HEALTH**

(*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.)*

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 23/112</th>
<th>HEAD CLINICAL UNIT (RADIOLOGY) GRADE 1 REF NO: HCU/RADIO 01/2020 X1 POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade 1: R1 728 807 – R1 834 890 per annum. All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospital Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Prince Mshiyeni Memorial Hospital – Paediatrics</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in normal specialty (Radiology) Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Radiology) Proof of current registration as a Medical Specialist with HPCSA. Experience: Head Clinical Unit Grade 1: 3 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Specialty or recognized sub-specialty (Radiology) Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Radiology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and Policies at Public Institutions.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assist senior medical manager for the rendering quality service of medical department. Supervise Radiology care in the institution. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Liaise with the University of UKZN for academic training of under and post graduate students. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Dr M Aung Tel No: (031) 907 8304 / 8317</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mrs TZ Makanya</td>
</tr>
<tr>
<td>NOTE</td>
<td>Please Note That Due To Financial Constraints, There Will Be No Payment Of S&amp;T Claims.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>16 October 2020</td>
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<tr>
<th>POST 23/113</th>
<th>HEAD CLINICAL UNIT: SURGEON/ UROLOGIST: GRADE 1 REF NO: M20/2020</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade 1: R1 728 807 per annum (An all Inclusive MMS Salary Package of Salary)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Centre of Excellence: Northdale Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>MBCHB qualification. Current registration HPCSA as general surgeon/ urologist in a normal specialty or in a recognized surgical/urology sub specialty. A minimum of three (3) years’ experience after registration with the HPCSA as a Surgeon/Urology specialist. Unendorsed valid Code B driver’s license (Code 08). Recommendations: Experience in Medical Male Circumcision roll-out Programme, Scientific Research and Publications will be an added advantage. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the field of general Surgery/Urology and Medical Male Circumcision MMC. Appropriate skills to carry out advanced clinical MMC services including pediatrics and neonatal circumcision. Ability to deal with the complications of MMC. Ability to supervise and teach junior and senior staff as an MMC course director and CPD</td>
</tr>
</tbody>
</table>

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provider. Have scientific research, organizational management and conflict management skills.

**DUTIES**

Assist the Clinical Head in the Centers of Excellence to manage the Provincial MMC programme. Develop protocols and guidelines for the MMC programme. Develop and review training course material for and capacity building and technical support of health care workers, both nurse doctors. Assist in managing and overseeing the Centre of Excellence at Northdale Hospital and assist further establishment other centres in the province. Manage post-operative surgical complications. Establish and incorporate MMC within the surgical domain of all district hospitals as part of the HIV prevention strategies. Liaise with the Heads of other clinical disciplines in promoting MMC in all hospitals. Coordinates with conduct Research in Medical Male Circumcision in the Province to inform programme improvement and expand the knowledge on circumcisions. Assist the Clinical head in the Centres of Excellence to manage the Provincial MMC programme. Establish a Provincial structure quality assurance programme for MMC. Conduct clinical audits of the medical male circumcision procedure in facilities in the province in the order to improve the quality of care. Conduct clinical operational research studies on male medical circumcision and publications. Supervision of post graduates students. 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.

**APPLICATIONS**

Mrs. JN Ngozo Tel No: (033) 395 2586

FOR ATTENTION

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

**CLOSING DATE**

16 October 2020

**POST 23/114**

HEAD CLINICAL UNIT (FAMILY MEDICINE)

**SALARY**

R1 728 807 per annum (TCE Package). Other Benefits: Rural allowance on a claim basis Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

**CENTRE REQUIREMENTS**

Amajuba Health District Office: Newcastle

**DUTIES**

Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Amajuba Health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Amajuba Health District. Provide supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and
District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Mrs CM Khumalo Tel No: (034)-328 7000
APPLICATIONS: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.
FOR ATTENTION: Mr V.J Khumalo
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-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. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male.

CLOSING DATE: 16 October 2020
POST 23/115: HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 44/20
Component – Rheumatology

SALARY: R1 728 807 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE REQUIREMENTS: Greys Hospital
MBCHB Or Equivalent Plus Registered HPCSA qualification as a Medical Specialist in Internal medicine (Specialist Physician). Plus Certificate in Rheumatology (SA or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Rheumatologist Three years post registration experience as a Medical Specialist Recommendations: Experience in managing a Rheumatology unit) Knowledge, Skills and Experience: Sound clinical rheumatology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.

DUTIES: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Rheumatology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Rheumatology services in Area 2 Clinical responsibility in the
discipline of Rheumatology and Internal Medicine with after hours participation (based on departmental operational need) Performance of clinical procedures related to rheumatologic conditions Management Responsibilities: Development and support of Specialist Rheumatology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Rheumatology Unit Oversight and management of infrastructure, equipment and consumables in the Rheumatology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Rheumatology at the University of KwaZulu-Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Rheumatology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Rheumatology training in the PMB Metropolitan area under the auspices of the Department of Rheumatology at the University of KwaZulu-Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Rheumatology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Rheumatology and Medicine.

ENQUIRIES: Dr K. 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: 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 44/20. 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: 16 October 2020
POST 23/116: HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 46/20
Gastroenterology

SALARY: R1 728 807 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE: Greys Hospital, Pietermaritzburg
REQUIREMENTS: MBCHB Or Equivalent Plus Registered HPCSA qualification as a Specialist in Internal medicine( Specialist Physician) , PLUS Certificate in Gastroenterology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Gastroenterologist Three years' experience as a Medical Specialist Recommendation: Experience in managing a gastroenterology unit. Knowledge, Skills and Experience: Sound clinical Gastroenterology working knowledge of procedures related to gastrointestinal and hepatic conditions Management Responsibilities: Development and support of Specialist Gastroenterology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Gastroenterology Unit Oversight and management of infrastructure, equipment and consumables in the Gastroenterology Unit Liaison with Institutional
Management in hospitals in PMB Metro, the uMngundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Gastroenterology at the University of KwaZulu-Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Gastroenterology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Gastroenterology training in the PMB Metropolitan area under the auspices of the Department of Gastroenterology at the University of KwaZulu-Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Gastroenterology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Gastroenterology and Medicine.

**ENQUIRIES**
Dr K. 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**
Mrs M Chandulal 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 46/20. 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**
16th October 2020

**POST 23/117**
MEDICAL SPECIALIST (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 19/2020 (X1 POST)

**SALARY**
Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% insurable of basic salary plus fixed commuted overtime.

**CENTRE**
Madadeni Provincial Hospital

**REQUIREMENTS**
Medical Specialist Grade 1: Appropriate qualification plus registration with the HPCSA as a Medical Specialist. Medical Specialist Grade 2: Appropriate qualification, registration certificate, plus Five (5) years’ experience after registration with the HPCSA as a Medical Specialist. Medical Specialist Grade 3: Appropriate qualification, registration certificate, plus Ten (10) years’ experience after registration with the HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Practitioner (2020 Receipt) Appropriate post-registration experience in Internal Medicine. Proof of current and previous work experience endorsed by HR (Certificate of Service). NB: Registrars who have completed their Specialist training but are awaiting Registration as Specialists with the HPCSA may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa”. Knowledge, Skills and Competencies required: - Sound clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research. Behavioural attributes. Stress tolerance, self-confidence and the ability to build and maintain good relationships. To work within a team.

**DUTIES**
To provide effective and efficient specialist/consultant care for the patients of Madadeni Hospital and its catchment population. To assist the Head Clinical Unit in the development of systems for timely and effective management of patients (consults, referrals, admitted, awaiting admissions). To assist in the development and implementation of guidelines and protocols. To participate and/or accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). Growing KwaZulu-Natal together.
To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives to participate in the academic programmes (for medical students & registrars) and in-service programmes (for nurses, interns, medical officers) as well as research initiatives. Standard of patient care and services is maintained.

**ENQUIRIES:** Dr. F.A Mahomed  Tel No: (034) 328 8000

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

**FOR ATTENTION:** The Recruitment Officer

**NOTE:** The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE:** 16 October 2020

**POST 23/118:** MEDICAL SPECIALIST: ANAESTHESIOLOGY (GRADE 1, 2, 3) REF NO: GS 48/20 (X1 POST)

Component: Anaesthetics

**SALARY:**

- **Grade 1:** R1 106 040 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
- **Grade 2:** R1 264 623 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
- **Grade 3:** R1 467 651 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

**CENTRE:** Greys Hospital, Pietermaritzburg

**REQUIREMENTS:**

- Senior Certificate (Matric) MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) or current or pending registration with HPCSA as a "Specialist anaesthesiologist Knowledge Skills Training and Competencies" Required. Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline Assessment and management of patients. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

**Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthesiology. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthesiology. **NB:** This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration

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but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey’s Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post.

DUTIES

To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. 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. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participate in postgraduate and other relevant academic / and 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 This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey’s, Northdale and Edendale) Willingness to rotate through ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

ENQUIRIES
Zane Farina Tel No: (033) 897 3412
APPLICANTS
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 48/20. 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
16 October 2020
POST 23/119
MEDICAL SPECIALIST –VARIOUS DISCIPLINES (GRADE1, 2, 3)
multidisciplinary adult critical care reference GS 49/20 (X 1 POST)
Component: Anaesthetics

SALARY

Grade 1: R1 106 040 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

Grade 2: R1 264 623 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

Grade 3: R1 467 651 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
MBChB or equivalent Specialist qualification in either Anaesthesia, Surgery, Emergency Medicine or Internal Medicine Current registration with HPCSA as a
“Specialist” in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine

Knowledge Skills Training And Competencies

Required

Sound clinical knowledge within the relevant parent discipline. Good communication and human relations

Sound knowledge of clinical procedures and protocols within the parent discipline

Assessment and management of patients Behavioral Attributes

Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and

maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine **Grade 2:** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine.

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**DUTIES**

The incumbent would be required to work fulltime in the multidisciplinary Adult Critical Care Unit, including overtime duties To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialities, Obstetrics & Gynaecology, and Internal Medicine. Assessing pre- and post-admission high-risk patients in the wards and providing clinical guidance to clinicians referring patients to the critical care units in Pietermaritzburg. 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. Overtime work will encompass the three hospitals in the PMB metropole Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Anaesthesia and Critical Care system to facilitate postgraduate training in Anaesthesia and Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulul Natal Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Ensure the proper and economical use of equipment and other resource Coordinate participation in Quality Improvement measures by staff Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey’s, Northdale and Edendale) After achieving competency in critical care skills, the candidate will be afforded up to 20% of clinical time in their base discipline in order to maintain those skills Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

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**ENQUIRIES**

Dr Arisha Ramkillawan: Tel No: (033) 8973412 Dr Zane Farina Tel No: (033) 897 3412

**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 49/20. 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.

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CLOSING DATE: 16 October 2020

POST 23/120: CHIEF EXECUTIVE OFFICER REF NO: G174/2020
Cluster: District Health Services
Job Purpose: To plan, direct, co-ordinate and manage the efficient service delivery of clinical and administrative support services.

SALARY: R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package of Salary)
CENTRE: Northdale District Hospital
REQUIREMENTS: A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management or a degree/advanced diploma in a management field. At least 5 (five) years' management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. An unendorsed valid Code B driver’s license (Code 08). 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. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES: Provide strategic leadership to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: Mrs S.W Mbambo Tel No: (033) 897 1041
APPLICATIONS: All applications should be forwarded to: The District Director: Umgungundlovu District Office: KZN Department of Health, Private Bag X9 124, Pietermaritzburg, 3200 OR Hand delivered to: 171 Hoosen Haffajee Street, Pietermaritzburg, 3200.
FOR ATTENTION: Tel No: (033) 897 1017
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the
South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE** : 16 October 2020

**POST 23/121** : **DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: UGU 28/2020**

Component: Clinical & Programmes

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

**CENTRE** : UGU Health District Office

**REQUIREMENTS** : Grade 12, A Bachelor’s degree / diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Proof of current registration with SANC as a Professional Nurse, A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, At least 4 years of the period referred to above must be appropriate recognizable experience at management level in Primary Health Care/Programme management, Valid code EB drivers’ license (code 08), Computer certificate: MS Software applications (attach proof), Proof of current and previous work experience endorsed and stamped by Human Resources; Knowledge, Skills, Training And Competencies

**DUTIES** : Ability to think critically in difficult situations, Sound project management skills, Ability to make independent decisions, Strong communication and presentation skills, Managerial and facilitation skills, an understanding of the challenges facing the public health sector, Ability to translate strategic and transformation objectives into practical planning frameworks, Ability to prioritize issues and other work related matters and to comply with the time frames, Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly, Computer literacy.

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

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

**FOR ATTENTION** : Human Resource Department

**CLOSING DATE** : 16 October 2020

**POST 23/122** : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UGU 29/2020**

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

(This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)

**CENTRE** : UGU Health District Office - Park Rynie Mortuary

**REQUIREMENTS** : Grade 1: requires appropriate qualification plus registration with HPCSA as a Medical Practitioner. Grade 2: requires appropriate qualification, registration certificate plus 5 years’ experience after registration as a Medical Practitioner. Grade 3: requires appropriate qualification, registration certificate plus 10 years’ experience after registration as a Medical Practitioner. Valid code EB driver’s
license (code 8). Non-South African citizen applicants – a Valid Work Permit in accordance with HR Circular 49/2008 obtainable from any government department; Knowledge, Skills, Training And Competencies Required: knowledge of access to information act & relevant procedures, Knowledge of mortuary and its operation, High level of integrity & confidentiality, Knowledge of Inquest Act, Knowledge of National Health Act, Knowledge of Births and Deaths Registration Act, Knowledge of Health Professionals Act, Knowledge of post mortems and procedures, Knowledge of the Criminal Justice System, Knowledge of court etiquette and rules of trial, Knowledge of crime scene procedures, Report writing skills, Excellent communication skills, Computer literacy, Knowledge of Occupational Health & Safety Act and Infection Prevention Control Guidelines, Ability to work under traumatic and stressful environment.

**DUTIES**: Detailed external examination of corpses and careful documentation of findings, Supervision of the protection of a body, Dissection of the viscera, Dictation of findings pertaining to the pathology as well as trauma noted during the dissection, Collection of relevant specimens for evidentiary material, Maintenance of the chain of custody of report and specimens taken, Preparation of draft report and review of final autopsy report, Maintain compliance to the turnaround time of post mortem reports, Oral testimony in Court, Participate in CPD activities of the services, Required to perform overtime and shift duties, Develop appropriate skills and competencies to Forensic Pathology Officers, Improve governance including regulatory framework and policies, Supervise staff assisting with post mortem examination.

**ENQUIRIES**: Dr S. Ntsele Tel No: (033) 940 2405

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

**FOR ATTENTION**: Human Resource Manager

**CLOSING DATE**: 16 October 2020

**POST 23/123**: MEDICAL OFFICER GRADE 1 REF NO: MAN 13/2019 (X3 POSTS)

**SALARY**: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum (All –Inclusive Package) 22% Rural allowance

**CENTRE**: Manguzi Hospital - (KwaZulu - Natal)

**REQUIREMENTS**: Matric certificate, MBCHB Degree, Current registration with HPCSA as a Medical Practitioner Medical Officer Grade 1: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer Grade 2: Minimum of 5 years’ experience after registration with the HPCSA as a Medical Practitioner post-Community Service. 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 Medical Officer Grade 3: Minimum of 10 years’ experience after registration with HPCSA as a Medical Practitioner post-community service. 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 Experience in surgery/orthopaedics and/or obstetrics and anaesthetics will be a recommendation. After registration as a Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign of Qualified employees of whom it is not required to perform Community Service as required in South Africa and Certificate of service from previous employer is compulsory, verification of employment from current employer, which must be endorsed and signed by Human Resources Manager. Knowledge, Skills, Training, And Competencies Required: Required Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anaesthesia for above will be an advantage. Documented proof of the above should be attached Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students. Knowledge of applicable legislation, and national quality standards relating to primary health care.

**DUTIES**: Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters, Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health.
The Human Resources Manager, Manguzi Hospital, Private Bag X 301, Hand delivered applications may be submitted at Human Resource office Manguzi Hospital, Hospital Road, Kwangwanase, 3973.

Mr. N.T. Ngubane

NOTE

All short-listed candidates for sms posts will be subjected to a Technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection panel will recommend candidate to attend generic Managerial competency assessments (in compliance with the DPSA) Directive on the implementation of competency based assessment. Applications should be submitted on form Z83 obtainable from any Public Service Department and should accompanied by a CV (Previous experience must be comprehensively detailed) and certified Copies of qualification certificates (including Senior Certificate/ Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the Posts. The successful candidate will be subjected to personnel Suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applications use incorrect/no reference number(s) on their applications.

16 October 2020

MEDICAL OFFICER (GRADE1, 2, 3) REF NO: GS 52/20

Component: Intensive Care Unit (Critical Care)

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

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

GREYS HOSPITAL, PIETERMARITZBURG

An Appropriate Qualification In The Appropriate Health Science (Mbchb Or Equivalent) Plus Current Registration With The Health Professions Council Of South Africa As A Medical Practitioner Recommendation A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Higher Diploma in Internal Medicine etc.) would be an advantage. Experience in either Emergency Medicine, Surgery, Internal Medicine or Anaesthesia would be an advantage. References from previous employers attesting to the candidate’s clinical skills, practical abilities, stress tolerance and ability to work in a team will be required. Knowledge Skills Training and Competencies Required Programme planning implementation and evaluation Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiologist and statistics Participation in the After Hours call system is essential, and thus completion of a Group 3 Commuted Overtime contract will be required. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be Required. 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 A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be Required.

**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 if required. To perform appropriate preadmission examination, triage, and optimisation of patients referred for Intensive Care Unit admission. To provide safe and appropriate medical care to critically ill patients admitted to the Intensive Care Unit. To assist in the management of critically ill patients outside of the Intensive Care Unit. To assist in the management of the critical care unit. To draw up of Work Schedules Organizing and managing meetings in the ICU. Maintenance of databases Completion of Human Resources reports Completion on Quality Improvement Reports Attendance at Hospital Committee Meetings. Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new and nursing Medical staff. Provide guidance and advice to junior medical staff and nursing staff. Assist with the development of training programmes Support Continuous Professional Development by assisting with information seminars, attendance of external meeting, conferences etc. 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 maintain a logbook of clinical duties.

**ENQUIRIES**
Dr A Ramkillawan Tel No: (033) 897 3413

**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 52/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. NB: This advertisement is intended to recruit a Medical Officer to the Intensive Care Unit of Grey's Hospital, with a start date on or before 1 October 2020. The incumbent will be expected to undertake to work in the ICU for at least 12 months after which rotation to other disciplines could be considered. The incumbent is expected to work in the Intensive Care Unit of Grey's Hospital, Pietermaritzburg. The primary purpose of this post is for the incumbent to render clinical services and administrative duties in the Intensive Care Unit. Practical and academic training to facilitate this task will be provided. 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. COMMUNITY SERVICE As required in South Africa A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be Required.

**CLOSING DATE**
16 October 2020

**POST 23/125**
MEDICAL OFFICER; S (FAMILY MEDICINE AND A&E UNIT) (GRADE 1-3) REF NO: MAD 18/2020 (X5 POSTS)

**SALARY**
Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 360 per annum

**CENTRE**
Madadeni Provincial Hospital

**REQUIREMENTS**
MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical
Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: Five (5) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) 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 to perform Community Service, as required in South Africa. Medical Officer Grade 3: Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (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 to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: - Sound clinical knowledge in Emergency Medicine. Sound knowledge of Basic Emergency Medicine principles (Previous experience in an A&E is not a requirement but would be recommended). Short course certification in ACLS/PALS/ATLS are not a requirement but would be recommended to have. Good interpersonal skills. Sound Assessment, Diagnostic and management skills. Knowledge and skills care.

**DUTIES**

Clinical/administrative duties/responsibilities for the respective sections, Implement quality standards and practices and treatment protocol to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in the emergency department. Perform emergency procedures. Application of emergency medicine principles of care to patients and relatives. Facilitation of staff training and on-going medical education. After-hours participation in call rosters.

**ENQUIRIES**

Dr. F.A Mahomed Tel No: (034) 328 8000

**APPLICATIONS**

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

**FOR ATTENTION**

The Recruitment Officer

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**

16 October 2020

**POST 23/126**

**MEDICAL OFFICER GRADE 1, 2 OR 3 (CURATIVE) REF NO: PCHC 06/2020 (X1 POST)**

**SALARY**

Grade 1: R821 205 per annum (All inclusive package) this inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. With compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive. Grade 2: R938 964 per annum (All inclusive package)This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.
Grade 3: R1 089 693 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. With compulsory Committed Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

**CENTRE**
KZN Health - Phoenix Community Health Centre

**REQUIREMENTS**
Grade 1 Senior Certificate STD 10/Grade 12 Plus MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner, Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner. Medical Officer Grade 2. Requirements, Senior Certificate STD 10/Grade 12 Plus MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 5 years’ experience after registration with HPCSA as a Medical Practitioner. Medical Officer Grade 3 Minimum Appointment Requirements. Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification Certificate of registration with HPCSA as a Medical Practitioner, Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 10 years’ experience after registration with HPCSA as a Medical Practitioner Knowledge, Skills, Training and Competencies required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to Primary Health Care, Sound knowledge of nation TB and ARV programme including STI’s and PMTCT. Sound Knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

**DUTIES**
Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patient in OPD/ casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critical ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institution. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standards. Instil confidence in public service and also in medical profession through exemplary behaviour.

**ENQUIRIES**
Dr B.C Badripersaid Tel No: (031) 538 0806

**APPLICATIONS**
Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

**FOR ATTENTION NOTE**
Mr V.S Mtshali

Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified ID copy. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE**
16 October 2020

**POST 23/127**
MEDICAL OFFICER GRADE 1, 2 OR 3 (ARV) REF NO: PCHC 07/2020 (X1 POST)

**SALARY**
Grade 1: R821 205 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in
terms of the applicable rules. With compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive. Grade 2: R938 964 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in the terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive. Grade 3: R1 089 693 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in the terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

**CENTRE REQUIREMENTS**

- **Grade 1**: Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner. **Grade 2**: Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner. **Grade 3**: Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner. **NOTE**: For attention: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300.

**DUTIES**

- Provision of quality patient centered care for all patients. Maintenance and continuous improve professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions, ARV Management and PHC Clinics. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Provide and manage antiretroviral treatment for both adult and children. Participate in communicable Health disease programs and ensure that relevant patients statistics are maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners.

**ENQUIRIES**

- Dr B.C Badripersad Tel No: (031) 538 0806

**APPLICATIONS**

- Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300.

**FOR ATTENTION NOTE**

- Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy. Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g., PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

**CLOSING DATE**

- 16 October 2020

**POST 23/128**

- **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: G175/2020 (X2 POSTS)**
  Cluster: Risk, Investigations and Security Services

**SALARY**

- R733 257 per annum (An all-inclusive salary package)

**CENTRE**

- Head Office: Pietermaritzburg
**REQUIREMENTS**

- An appropriate Bachelor’s Degree or National Diploma in the field of Auditing/Internal Auditing/Risk Management/Legal/Forensic Investigation (NQF7)
- Plus A minimum of five (5) years in Investigation/Risk Management/ Auditing working environment with three years’ junior management experience; 
  - Plus Unendorsed valid Code B driver’s license (code 08).
  - Certified Fraud Examiner (CFE) certification will be an advantage. 
- Recommendations: Previous work experience in the health sector will be an added advantage. Knowledge, Skills, Training And Competencies Required:-
  - The incumbent of this post will report to the Director: Departmental Investigation Services, and will be responsible to Ensure effective and efficient rendering of Departmental Investigation Services inclusive of detection, Investigation and Prosecution of fraud and corruption, theft and maladministration. The ideal candidate Must: Possess sound knowledge of Criminal Procedure Act, Protection of Information Act and general justice system. Have the ability to deal with high work pressure and threats within a stressful environment. Have the ability to liaise effectively with private and state law enforcement agencies. Have strong interpersonal, communication and presentation skills. Have the ability to manage the investigation of complex cases. Have an in-depth understanding of public procurement processes and prescripts PFMA, PPPFRA, relevant Regulations and Guidelines etc. Have good communication skills (both verbal and written). Have knowledge of forensic investigations. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software. Applications, Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.

**DUTIES**

- Ensure the development and implementation of policies and procedures in the interests of the Protected Disclosure Act, 2000. Manage advocacy campaigns to promote the disclosure of information pertaining to incidents of fraud, corruption, theft and maladministration in the department. Manage the assessments and formal investigation of fraud corruption, theft and maladministration allegations. Facilitate processes to ensure that formal disciplinary proceedings and/or criminal prosecutions are instituted and losses suffered by the department are recovered. Manage the analysis of fraud and corruption incidence and report findings to the Accounting Officer, DPSA, Auditor-General and PSC. Liaise with state law enforcement agencies and private forensic services involved in special investigations with a view to build sound strategic partnerships. Identify, develop and manage sources of information and evidence. Ensure efficient and effective management of resources of the Sub-Component.

**ENQUIRIES**

- Miss TC Mngqithi Tel No: (033) 328 4002

**APPLICATIONS**

- All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION**

- Mr A Memela

**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, to the following recommendations: 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.

**CLOSING DATE**

- 16 October 2020

**POST 23/129**

- DEPUTY DIRECTOR: RISK MANAGEMENT SERVICES
  - Cluster: Risk, Investigations and Security Services

**SALARY**

- R733 257 per annum (An all-inclusive salary package)

**CENTRE**

- Head Office Ref No: G176/2020 (X2 Posts)
- eThekwini District: Ref No: G177/2020 (X1 Post)
ILembe District Ref No: G178/2020 (X1 Post)
UMgungundlovu District Ref No: G179/2020 (X1 Post)
UTHukela District Ref No: G180/2020 (X1 Post)
King Cetshwayo Ref No: G181/2020 (X1 Post)

REQUIREMENTS
An appropriate Bachelor’s Degree/National Diploma in Internal Auditing/Auditing/Accounting/Risk Management; Plus A minimum of five (5) years in Internal Auditing/Auditing/Risk Management environment with three years’ junior management experience; Plus Membership with the relevant professional body. Plus Unendorsed valid Code B driver’s license (Code 08). Recommendations: Previous work experience in the health sector will be an added advantage. Knowledge, Skills, Training And Competencies Required: - The incumbent of this post will report to the Director: Risk Management Services, and will be responsible to ensure effective and efficient rendering of risk management services, development of the three year rolling and annual risk management plans, risk assessment fieldwork, reporting and follow up. The ideal candidate must: Possess sound knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Have the ability to deal with high work pressure and threats within a stressful environment. Have the ability to liaise effectively with clients and the relevant stakeholders. Have the ability to manage the risk management processes in terms of the Risk Management Standards and best practices. Have an in-depth understanding of public procurement processes and prescripts PFMA,PPPFA, relevant Regulations and Guidelines etc). Have good communication skills (both verbal and written). Have knowledge of risk management and/or internal auditing. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software Applications. Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.

DUTIES
Develop a comprehensive risk profile and recommend improvements on significant risk exposure for the department. Develop, implement, monitor and evaluate integrated risk management strategies. Assist in the design and implementation of a comprehensive plan for circulating risk management knowledge and information that will elicit the support of stakeholders across the department Management of a long-term strategic risk based risk management plan based on sub unit specific risk management strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department. Perform reviews of risk management projects and reports, contributing expertise and industry knowledge to ensure that value is added. Ensure that all risk assessments conducted in terms of the risk management implementation plan are properly scoped, planned, appropriately resourced and executed through close liaison with department managers. Co-ordinate the implementation of Business Continuity Management within the department.

ENQUIRIES
Miss TC Mngqithi Tel No: (033) 328 4002

APPLICATIONS
All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION
Mr A Memela

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.

CLOSING DATE
16 October 2020
OPERATIONAL MANAGER NURSING (PHC STREAM) – UMZOMUHLE CLINIC

POST 23/130

REF NO: OMN (PHC)

SALARY

R562 800 – R633 432 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional). In-hospital Area Allowance (8% of basic salary)

CENTRE

Prince Mshiyeni Memorial Hospital – H CLINIC

REQUIREMENTS

Degree/ Diploma in General nursing plus one (1) year post basic qualification in Primary Health Care. Registration with the South African Nursing Council (SANC) as a General Nurse and Primary Health Care nurse. A minimum of 9 years of appropriate recognizable nursing experience after registration as ‘Professional Nurse’ with the South African Nursing Council (SANC) in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one-year post basic qualification in the relevant specialty (PHC). Proof of current registration with the SANC (2020 receipt). Valid Driver’s License Knowledge, Skills Training And Competencies Required: Knowledge: nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the Public Sector, interpersonal, including basic computer skills. Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player

DUTIES

Facilitate provision of comprehensive package of service at PHC level including priority Programmes and Quality Improvement Programmes Develop a Clinic Operational Plan, monitor and report on progress. Participate in clinical audits in the facility, develop and implement quality improvement plans. Ensure proper control and effective utilization of all resources including HR, Financial and infrastructure. Supervise Community Outreach Teams and ensure submission of reports. Ensure Staff development and monitor Staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure the implementation and monitor Batho Pele Principles National Core Standards and Ideal Clinic Realization and Maintenance. Provide a safe and therapeutic environment as laid down in the Occupational Health and Safety Act and the Nursing Act. Ensure investigation, completion and timeous submission of reports when an incident or an accident has occurred or after a complaint has been reported. Maintain a constructive working relationship with all stakeholders Maintain intersectoral relationship with other Government structures and provide support to Sukuma Sakhe activities. Advocate and promote nursing ethos and professionalism in the clinic. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays

ENQUIRIES

Ms SR Mpanza Tel No: (031) 9078323

APPLICATIONS

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

FOR ATTENTION

Ms TB Mkhize

NOTE

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

CLOSING DATE

16 October 2020

POST 23/131

OPERATIONAL MANAGER NURSING (PHC) REF NO: VRH 07/2020

SALARY

R562 800 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements).

CENTRE

Siloah Clinic (Vryheid District Hospital)

REQUIREMENTS

Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse, Midwifery and Clinical Nursing Science. 1 year Post-basic qualification in the Clinical Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the Clinical Nursing Science. Proof of current registration with SANC (2020 Receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment.

DUTIES

Provide comprehensive services according to PHC core package services. Provide effective and professional leadership by ensuring that the unit is organized to provide quality nursing care. Manage and direct satisfaction with the improved service delivery by holding the principle of Batho Pele and standards set by the accreditation process. Evaluate patient care Programme from time to time and initiate plans for improvement that supported by strong work ethics. Provide for safe therapeutic environment that allows for the practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Direct resource mobilization and ensure the optimal use thereof. Assist with the management of the transformation process and change within the clinic to ensure that the objectives of the institution are met.

ENQUIRIES

Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918

APPLICATIONS

All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.

FOR ATTENTION

Mr SP Nene

NOTE

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. 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

23 October 2020

POST 23/132

OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: EPH 03/2020 (X2 POSTS)

Cluster: KZN Department of Health

SALARY

R444 276 – R500 031 per annum

CENTRE

Ekuhlenengeni Psychiatric Hospital

REQUIREMENTS

For Operational Manager Nursing Senior Certificate or Grade 12 Degree / Diploma in Nursing as a General Nursing Science and Psychiatric Current South African Nursing Council Registration (2020)as a professional Nurse A minimum of (7) seven years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Proof of previous and current work experience endorsed and stamped by Human Resource department NB: Certificate of service records must be attached Recommendation Computer literate Knowledge, Skill, Training & Competencies Required Knowledge of nursing care processes and procedures, nursing status and other relevant framework such as Nursing Act, Mental Health Act, OHS, Batho Pele Principles and patient’s, Labour relation Act, grievance procedure etc. Leadership, organisational, decision making and problem solving abilities. Good communication and interpersonal relations including public relations, negotiation, conflict handling and counselling. Financial Management skills Good insight of procedure and policies pertaining to nursing care Ability to work under pressure to meet the deadlines Computer skills in basic programmes Knowledge of SABC rules and regular scope of practice, labour relations and basic programme.
DUTIES: Organization and monitoring of set objectives provided within the norms and standards of Nursing profession and Act Delegation of duties and ensuring its implementation. Ensure implementation monitoring of EPMD S Promote Open and Transparent communication. Direct and indirect supervision of all personnel in the unit. Order and monitor appropriate levels of consumables according to the unit needs. Ensure availability and management of medicine including potential harmful drugs. Ensure availability, functional and servicing of all equipment in the unit. Exercise control measures for resources in the unit. Promote of staff development and training. Proper data management within the unit. Promote professionalism and ethics within the unit. Promote quality of care through implementation of National Core Standards (NCS). Ensure proper implementation of Mental Health Care Act of 2002. First Preference Will Be Given African Female.

ENQUIRIES: Ms. T.V. Mkuvo Tel No: (031) 9054 7776/5

APPLICATIONS: All applications should be forwarded to: The Human Resource Manager: Ekuhlegeni 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

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.

CLOSING DATE: 16 October 2020

POST 23/133: CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL) REF NO: EPH 04/2020 (X1 POST)
Cluster: KZN Department of Health

SALARY: R444 276 – R500 031 per annum

CENTRE: Ekuhlegeni Psychiatric Hospital

REQUIREMENTS: For Clinical Programme Coordinator (Infection Prevention and Control) Senior Certificate or Grade 12 Degree/Diploma in Nursing as a Professional Nurse and Midwifery/Accoucheur Current South African Nursing Council Registration as a professional Nurse A minimum of (7) seven years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of previous and current work experience endorsed and stamped by Human Resource department. N.B: Certificate of service records must be attached. Recommendation Certification in Infection Prevention and Control Computer literacy, Knowledge, Skills, Training & Competencies. Required Knowledge of current health and services registration, regulation 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: To provide support to hospital Management team to meet the patient care needs. To execute the best of his/her ability in the duties that may be reasonable assigned by management. To develop written mission, vision, objectives and quality improvement programme for IPC Unit. To provide Infection Prevention and Control Guidelines that protects employees from occupational risk and hazards and to
ensure that the environment is conducive to Health To coordinate the activities of
IPC Committee and that it is functional and all members are provided with
knowledgeable information and update To ensure that written policies and
procedures of IPC service are in line with the current standard of practices,
regulations and the objectives of the service. To provide training and updates on
IPS matters to all staff and monitor implementation thereof. To monitor and
evaluate IPC practices through audits.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Ms. T.V. Mkuzo Tel No: (031) 9054 777/6/5
Applications should be forwarded to: The Human Resource Manager: Ekuhlenengi
Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125
OR Hand delivered to: Off Old South Coast Road, Umbogintwini.
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 (wetting), 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
POST 23/134

16 October 2020

CLINICAL PROGAMME CO-ORDINATOR: QUALITY ASSURANCE REF NO:
NDH 26/2020

Cluster: Nursing Department

SALARY
CENTRE
REQUIREMENTS

R444 276 – R500 031 per annum. Benefits 13th cheque, medical aid and housing
allowance (optional and provided the incumbent meets the requirements).
Northdale Hospital: Pietermaritzburg
Senior certificate/grade twelve certificate or equivalent qualification, Diploma/
degree in general nursing that allows registration with the SANC as a professional
Nurse. Registration Certificate with SANC as a general nurse. A Minimum of 7
years appropriate/recognisable experience in Nursing after registration as a
professional nurse with the SANC in general Nursing. Proof current registration
with SANC as professional nurse for the year 2020 NB: Certificate of Service
endorse by HR must be attached and it is compulsory Recommendation: A valid
driver’s license, Computer literacy, Experience in Quality Assurance Management
Programme Knowledge, Skills, Training And Competencies Required:- The
incumbent of this post will report to the Chief Executive Officer: Demonstrate an in
depth understanding of nursing legislations related to and ethical nursing practice
and how this impact to service delivery. Ensure clinical practices in accordance
with the scope of practices. Promote quality of care as directed by professional
standards and standard as determined by the relevant health facility, Demonstrate a basis understanding of HR and financial policies and practices.
Strong interpersonal communications and presentation skills. Knowledge of Total
Quality Management (TQM) Knowledge of Norms and standards and provincial
initiatives (Human Rights, Batho Pele, and Patient’ Rights Charter) Knowledge of
guidelines and polices.

DUTIES

The incumbent will be responsible for both the hospital and the clinics that fall
under the hospital: He/she will work as part of a multidisciplinary team to ensure
good quality of care across all disciplines both with the hospital and it’s clinics.
Perform quality improvement audits and surveys for the hospital and the clinics
and report to Senior Management and multidisciplinary health teams. Monitor and
evaluate delivery of quality care at the entire institution and it’s clinics. Ensure
implementation of standards and norms and provincial initiatives. Co-ordinate
quality improvement initiatives within the institution and the clinics that fall under it.
Monitor and evaluate compliance to the national and provincial quality
programmes. Provide advice on various aspects of quality care to the institution and its clinics. Provide monthly reports to the hospital and clinics supervisors and senior management about progress of service delivery. Monitor clinical and non-clinical areas in regular basis to ensure compliance to processes. Ensure that all the hospital departments and clinic staff are provided training to all quality services. Ensure proper reporting and recording to Web system. Represent the institution and it’s clinics in District and provincial QAM Forums.

**ENQUIRIES** : Mr. RE Manyokole Tel No: (033) 387 9007

**APPLICATIONS** : All applications should be forwarded to: Human Resources Department, Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mr. RE Manyokole

**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. 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.

**CLOSING DATE** : 16 October 2020

**POST 23/135** : **CLINICAL PROGRAMME CO-ORDINATOR (QA MANAGER SR9) REF NO: CJMH 05/2020**

**SALARY** : R444 276 – R500 031 per annum. Other Benefits 13TH Cheque, Rural Allowance is compulsory and Homeowner’s allowance must meet prescribed requirements.

**CENTRE** : Charles Johnson Memorial Hospital


**DUTIES** : Promote Quality culture within the hospital and clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention programme, work plans and action plans, which will support the attainment of quality compassionate patient care. Develop process for addressing generic problems within the hospital and clinics. Maintain records of specific problems with interventions and the time frames. Provide on-going feedback to Senior Management on Quality Surveys and Quality Audits to ensure accreditation process remains on track (National Core Standards). Facilitate and monitor implementation of clinical quality improvement initiatives and programmes. Ensure and monitor the compliance of the Hospital and Clinics to Quality Programmes. Ensure the implementation of National and Provincial quality initiatives at the hospitals and clinics (Human Charter, Batho Pele programmes and Patient’s Rights Charter).

**ENQUIRIES** : Ms. L.M. Ntuli Tel No: (034) 271 6406
APPLICATIONS: Should be forwarded to: Human Resource Office, 92 Hlubi Street, C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135.

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE: 16 October 2020

POST 23/136: CHIEF ARTISAN: GRADE A REF NO: NGWE 51/2020 SYSTEMS

SALARY: R386 487 – R441 891 per annum (All inclusive salary packages) (this inclusive package consist of (Housing Allowance and Medical Aid)

CENTRE REQUIREMENTS: Ngwelezana Tertiary Hospital

Senior Certificate (Grade 12), N3 equivalent certificate in electrical related field. Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid driver’s license. A minimum of 10 years post qualification experience required as an Artisan/ Artisan Foreman. Proof of working experience endorsed by Human Resource Department. Team work, creativity, independent, meticulous, proactive, Reliability, Punctual, working under pressure, Computer literate, unendorsed valid driver’s license, knowledge of Public Finance Management Act and Treasury Regulations, knowledge of all SCM prescripts applicable to your work environment, knowledge of Human Resources Management prescripts applicable to your work environment, computer literate with proficiency in MS Office Software Applicable and BAS.

DUTIES: Provide a strategic direction in the Finance Component. Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly. Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanism that minimise financial risk. Manage overall supply chain operations including the purchasing and inventory of all projections and any variations from budget and prepare detailed budget report for the approval by the CFO. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Ensure compliance with the National Core Standards requirements.

ENQUIRIES: Mr P.E.Z Zulu Tel No: (035) 901 7060

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

FOR ATTENTION: Mr 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. NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement/Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

CLOSING DATE : 16 October 2020 (Late applications will not be accepted)

POST 23/137 : CLINICAL NURSE PRACTITIONER (SCHOOL HEALTH) REF NO: EGUM 08/2020

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 698 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 – Gateway Clinic

REQUIREMENTS : Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Clinical Assessment, Treatment and Care. Current registration with SANC (2020 receipt), Unendorsed Drivers licence (Code 8 or 10). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. Grade 2: A Minimum of14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council of which at least (10) years of the period must be appropriate / recognized experience after obtaining a 1 (One) year post basic qualification in Clinical Assessment, Treatment and Care. Knowledge, Skills, Training And Competencies Required: Sound knowledge of reproductive and sexuality education, Good interpersonal relationship skills and good listening skills, Good communication and problem solving, Co-ordination and planning skills, Ability to relieve in the service areas and able to work under pressure, Team building and supervisory skills, Ability to formulate patient care related policies, Sound knowledge of health programmes run at the PHC level, Sound knowledge of the National core standards and date 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 on the clinic. Implement and advocate for preventive 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. 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. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock. Provide preventive and promotive services that address the health needs of school-going children. Facilitate patients referral to health and other services where required according to the set guidelines, protocols, policies. Ability to support, involve and endure sustainable coordination for the school community and multi sectoral team in creating health promoting schools. Monitoring and evaluate the school health services renders i.e. collecting and evaluating school health data and reporting accordingly.

ENQUIRIES : Ms. NB Dladla 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 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in 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: 16 October 2020 @ 16H00 afternoon

POST 23/138

CLINICAL NURSE PRACTITIONER GRADE I & 2 REF NO: PHO CNP 2/2019 (X1 POST GQUMENI CLINIC)
Re-Advertisement

SALARY:
Grade 1: R383 226 – R 444 276 per annum
Grade 2: R471 333 – R 579 696 per annum

Plus 13th cheer, 8% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

CENTRE:
Pholela CHC

REQUIREMENTS:
Grade 1: Senior certificate grade 12 or Standard 10, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of registration with SANC (2019 receipt) as General Nurse and Primary Health Care. Previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application). A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Grade 2: senior certificate grade 12 or Standard 10. Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of registration with SANC (2019 receipt) as General Nurse and Primary Health Care. Previous work experience/ Certificate of service endorsed by your Human Resource Department (to be attached to application). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge, Skill and Abilities: 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. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES:
Provide quality comprehensive Primary Health Care by providing promoting 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 programmes in the facility. Conduct outreach services (school health and ECD visits) at required intervals in your catchment area.

ENQUIRIE

APPLICATIONS

FOR ATTENTION

NOTE

CLOSING DATE

POST 23/139

SALARY

CENTRE

REQUIREMENTS

GRADING: Grade 1:

R383 226 per annum

R471 333 per annum

12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements).

Bhekumthetho Clinic (Vryheid District Hospital)

An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure, Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound
understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

**DUTIES**
Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Ability to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES**
Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918

**APPLICATIONS**
All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.

**FOR ATTENTION**
Mr SP Nene

**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. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.

**CLOSING DATE**
23 October 2020

**POST 23/140**
**CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 09/2020 (X2 POSTS)**

**SALARY**
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE**
Hlobane Clinic (Vryheid District Hospital)

**REQUIREMENTS**
An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1-year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwife and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. **Grade 1**: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations
DUTIES:
Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES:
Mrs. ATS Sibiya
Tel No: (034) 9822111 Ext 5918

APPLICATIONS:
All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.

FOR ATTENTION:
Mr SP Nene

NOTE:
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CLOSING DATE:
23 October 2020

POST 23/141:
CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 10/2020 (X1 POST)

SALARY:
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS:
An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1-year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations.
and related ethical nursing practices within a primary health care environment. Report writing skill.

**DUTIES** : 
Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divergent intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES** : 
Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918

**APPLICATIONS** : 
All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.

**FOR ATTENTION** : 
Mr SP Nene

**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. Ref 13/2018. 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. 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.

**CLOSING DATE** : 
23 October 2020

**POST 23/142** : 
CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 11/2020 (X2 POSTS)

**SALARY** : 
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : 
Siloah Clinic (Vryheid District Hospital)

**REQUIREMENTS** : 
An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020.Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt).Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. **Grade 1**: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound

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Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amiably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

DUTIES

ENQUIRIES

APPLICATIONS

FOR ATTENTION

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. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.

CLOSING DATE

POST 23/143

SALARY

CENTRE REQUIREMENTS

An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1-year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020.Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt).Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

**DUTIES**
Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES**
Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918

**APPLICATIONS**
All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.

**FOR ATTENTION**
Mr SP Nene 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. Ref 13/2018. 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**
23 October 2020

**POST 23/144**
**CLINICAL NURSE PRACTITIONER REF NO: SAHMEADOW 06/2020 (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: Meadowsweet 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 a 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

ENQUIRIES : Mrs VV Ncube Tel No: (039) 4331955 EXT 286
APPLICATIONS : should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private
FOR ATTENTION : Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
NOTE : Human Resource Manager
CLOSING DATE : People with disability and African male are encouraged to apply
POST 23/145 : 16 October 2020

POST 23/145 : CLINICAL NURSE PRACTITIONER GR 1 REF NO: OTH CHC 15/2020 (X1
POST)

SALARY : Grade 1: R383 226 per annum. (OSD). Other Benefits: 13TH Cheque, 12 % rural
allowance, Medical aid (optional), Housing Allowance (employee to meet
prescribed requirements)
CENTRE : Othobothini Community Health Centre
REQUIREMENTS : Senior Certificate/STD 10/ Grade12. Diploma/ Degree in nursing or equivalent
qualification that allows registration with SANC as a Professional Nurse. Proof of
current registration with SANC (2020). Registration with SANC in General Nursing,
Midwifery and Primary Health Care. A post basic nursing qualification (of at least
1 year) in Clinical Nursing Science, Health Assessment, Treatment and Care
accredited with SANC. A minimum of 4 years appropriate/recognizable experience
in nursing after registration as a Professional Nurse with SANC in General Nursing.
Kindly attach certificate of service/Proof of work experience endorsed by HR.
Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care processes
and procedures, nursing statutes and other relevant legal framework such as
Batho Pele Principles, Patients’ rights, Nursing Act etc. Conflict handling and
counselling skills. Good report writing skills. Good communication skills both verbal
and written. Good interpersonal skills. Project, financial and time management
skills. Understanding of challenges facing Public Health Sector. Ability to plan and
prioritise issues and other work related matters and comply with time frames.

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

ENQUIRIES : Ms. N.I MthethwaTel No: (035) 572 5590
APPLICATIONS : Please forward applications quoting reference number to: The Human Resources
Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to
Othobothini CHC HR Department.
NOTE : Applications must be submitted on the Application for Employment Form (Z83),
which is obtainable at any Government Department or from website-
www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational
qualifications, where experience is required a confirmation letter of relevant
experience from the employer on an official letterhead (not certificate of service)
must be submitted together with your CV. People with disabilities should feel free
to apply. Applicants in possession of foreign qualifications must attach an
evaluation/ verification certificate from the South African Qualifications Authority
(SAQA). Reference numbers must be indicated on the space provided. Please
note that appointment will be subject to positive outcome obtained from NIA on the
following checks: security clearance, credit record, qualifications, citizenship, and
previous experience verification. Should you not hear from us three months after
the closing date, please accept that your application was not successful.

CLOSING DATE : 30 October 2020

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POST 23/146  

CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 07/2020 (X1 POST)

**CENTRE**  
ST Andrew's Hospital: Kwajali 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 NOTE**  
Human Resource Manager

**CLOSING DATE**  
16 October 2020

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POST 23/147  

ASSISTANT DIRECTOR: HRM REF NO: MBO 10/2020

**CENTRE**  
Mbongolwane District Hospital

**REQUIREMENTS**  
Senior Certificate (Grade 12), Diploma orDegree in Human Resource Management or Public Management or Public Administration, A least 3 – 5 years of supervisory in Human Resource Component, Proof of current and previous working experience endorsed by human resource or employer must be attached on the application. Working knowledge of health policies and current public service and health related legislation, Broad knowledge and understanding of Human Resource Management, Sound knowledge of Human Resource Practices, Staff Relations, Employee wellness and Human Resource Development, Ability of strategic planning, execution, monitoring and evaluation, Sound knowledge of Persal, Project management and Financial Management, Ability to liaise with management, Knowledge of EPMDS, Computer literacy in word processing and spreadsheet packages, Knowledge of National Core Standards, High level of information presentation.

**DUTIES**  
Manage day to day functioning of the human resource management component to ensure that high quality human resource management services are provided, Oversee HR Practices, HR Planning and Development, Labour Relations, Occupational Health and Employee Wellness, Responsible for development, implementation, monitoring and evaluation of Human Resource Standard Operating Procedures and guidelines, Implement National Core Standards and all other quality improvement initiatives, Develop Human Resource Plans for the hospital which includes HR Plan, Employment Equity Plan, Operational Plan, Skills
Public Relations Officer

PUBLIC RELATIONS OFFICER REF NO: NGWE 53/2020

R376 596 – R443 601 per annum (All inclusive salary packages) (this inclusive package consist of (Housing Allowance and Medical Aid)

Ngabeleza Tertiary Hospital


Position the institute as an integral part of the health workers and health departments. Develop an annual communication plan for the different departments. Develop a crisis communication plan for the hospital. Communicate new development and policies to all staff. Identify public opportunities for the hospital. Provide surveys of public interest e.g. patient satisfaction surveys. Coordinate special events within the hospital board and all other stakeholders. Advice management of strategic communication matters within the institution. Develop and implement complaints mechanisms for the hospital. Provide good image for the hospital. Attend all the necessary stakeholders meetings within the community. Assist with quality improvement programmes and steer the good governance meetings. Provide and effective public relations services to patients and visitors attending the hospital and its clinics.

Applications:

Please forward application quoting the reference number to the Chief Executive Officer, Mbongolwane Hospital, Private Bag X126, KwaPett, 3820.

Closing Date:

16 October 2020

Mr S.I. Mkhwanazi

FOR ATTENTION

APPLICATIONS

ENQUIRIES

NOTE

ENQUIRIES

APPLICATIONS

SALARY

CENTRE

REQUIREMENTS

DUTIES

Mrs C.N.N Mkhwanazi Tel No: (035) 901 7257/7105

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or

Mrs S.I. Mkhwanazi Tel No: (035) 4766242

Please forward application quoting the reference number to the Chief Executive Officer, Mbongolwane Hospital, Private Bag X126, KwaPett, 3820.

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 be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. 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.

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.
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. NB: Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement/ Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

CLOSING DATE : 16 October 2020 (Late applications will not be accepted)

POST 23/149 : OPERATIONAL MANAGER GENERAL: OUTPATIENT DEPARTMENT REF NO: NGWE 54/2020

SALARY : R376 596 – R443 601 per annum

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. 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. Strong interpersonal, communication 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. Insight into the public health sector strategies and priorities including nurses strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES : Provide effective and professional leadership within FMD, Oncology and Urology clinics. 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 and 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 programs, policies, operational plan, standard operating procedures and guidelines for the unit. 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 in the unit. 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. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. 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, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing

Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building. Maintain professional growth/ethical standard & self-development i.e.; maintain the code of conduct.

**ENQUIRIES**
Ms R.M Sithole Tel No: (035) 901 7258/7047/7166

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

**FOR ATTENTION**
Mr 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.NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement/Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

**CLOSING DATE**
16 October 2020 (Late applications will not be accepted)

**POST 23/150**
ARTISAN FOREMAN REF NO: NGWE 52/2020 (SYSTEMS)

Plumbing
Electrical
Mechanical

**SALARY**
Grade A: R304 263 – R344 640 per annum
Grade B: R364 143 – R462 084 per annum
All inclusive salary packages per annum (this inclusive package consist of (Housing Allowance and Medical Aid)

**CENTRE**
Ngwelezana Tertiary Hospital

**REQUIREMENTS**

**DUTIES**
Electrical: Provide and/or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/or facilities for technical faults. Repair and services and support in conjunction with Technicians/ Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff. Plumbing: Provide and/or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/or facilities for technical faults. Repair and services and support in conjunction with Technicians/ Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff. Plumbing: Provide and/or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/or facilities for technical faults. Repair and services and support in conjunction with Technicians/ Artisans and associates in field, workshop
and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff. Repair or fit water taps, valves and sanitary fitments, gutters and down pipes. Installation of geysers, hand basins, showers, bath and toilets. Mechanical: Provide and / or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/ or facilities for technical faults. Repair and services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff. Regular visual checks of all plant under his supervision inclusive of Air Handling units, autoclaves, beds, bedside lockers, gas banks, laundry equipment, oxygen pumps and workshops machinery applicable to fitting trade. Must be able to arc weld and do gas welding. Repairs to oxygen and vacuum wall paints, air conditioners and refrigerators. Daily reporting of faults, job progress and daily completion of job cards. Regular visual checks of all plant under his supervision inclusive of Air Handling units, autoclaves, beds, bedside lockers, gas banks, laundry equipment, oxygen pumps and workshop machinery applicable to fitting trade. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioural conduct of subordinates. Deputise artisan Chief. 

NOTE

CLOSING DATE

FOR ATTENTION

APPLICATIONS

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

Closing Date: 16 October 2020 (Late applications will not be accepted)

DEPARTMENT OF SOCIAL DEVELOPMENT

Applications must be submitted on Form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid driver’s licence required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application

CLOSING DATE

APPLICATIONS

FOR ATTENTION

NOTE

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for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry course is a prerequisite for all SMS posts and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. People with disabilities who meet the minimum appointment requirements will be given preference.

MANAGEMENT ECHELON

POST 23/151 : DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD01/06/2020HO

SALARY : R1 057 326 per annum (Level 13) (all inclusive)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelors' Degree in Public Administration/Public Management/ Social Science (NQF Level 7); 5 years of experience at middle/ senior managerial level in Office Management environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance Management and Development Systems; Service Delivery Framework; Intergovernmental matters. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Ensure the provision of executive administration support services to the HOD; Provide support services to the Department's management committees; Manage HOD's special projects; Manage the provision of Intergovernmental Relations function in the Department; manage the resources of the Directorate.

ENQUIRIES : Mrs NI Vilakazi Tel No: (033) 264 5402

OTHER POSTS

POST 23/152 : ASSISTANT DIRECTOR: OFFICE MANAGEMENT AND SUPPORT REF NO: DSD02/06/2020HO (X2 POSTS)

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Qualifications: National Diploma/Bachelors' Degree in Public Administration/Public Management/ Office Administration/Social Science; 3- 5 years’ experience in Office Management; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System Skills: analytical thinking; financial management; problem solving; conflict management; organizing; communication; interpersonal relations; presentation; computer literacy; driving.

DUTIES : Manage and prepare draft submissions to the Cabinet on behalf of the HOD; Coordinate and monitor the HoD's specific projects; Monitor administrative services for the HOD; Provide advice, guidance and input to policy; Manage resources of the sub-directorate.

ENQUIRIES : Ms NS Mbokazi Tel No: (033) 264 5406

POST 23/153 : ADMINISTRATIVE OFFICER: OFFICE MANAGEMENT AND SUPPORT REF NO: DSD03/06/2020HO (X2 POSTS)

SALARY : R257 508 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : Qualifications: National Diploma/Bachelors' Degree in Public Management/ Public Administration; 2-3 years' clerical experience; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Working knowledge of public service Skills: communication; listening; analytical thinking; interpersonal relations; organizing.

DUTIES : Provide administrative support services; Provide a secretariat function and establish, implement and maintain an efficient and effective filling system; Procure
goods and services; Promote sound working relationships between the Office of the HoD and other stakeholders.

**ENQUIRIES**

Ms NS Mbokazi Tel No: (033) 264 5406
ANNEXURE P

PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

*The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of this post. The candidature of persons whose transfer / promotion/appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.*

APPLICATIONS: Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane. Applications can also be e-mailed to vacancies@ledet.gov.za. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.ledet.gov.za / www.dpsa.gov.za.

CLOSING DATE: 16 October 2020

NOTE: Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprint will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than six (6) months. An original certified copy of a valid driver’s license should be submitted if an advertisement states that a valid driver’s license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The successful candidate should be in possession of the Senior Management Pre-entry Programme Certificate offered by the National School of Government. 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-course/sms-pre-entry-programme/. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Subsequent to the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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 Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST 23/154 : CHIEF FINANCIAL OFFICER REF NO: C2/20/1

Chief Directorate: Financial Management

SALARY : R1 251 183 – R1 495 956 per annum (An all-inclusive remuneration package) (Level 14). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals’ personal needs

CENTRE : Head Office: Polokwane

REQUIREMENTS : An undergraduate qualification (NQF 7) in Financial Management / Accounting or related field as recognized by SAQA; Five (5) years’ experience at senior managerial level; Completion of the pre-entry certificate for Senior Management Services (SMS) is a mandatory requirement; Valid driver’s license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge of PFMA, legislation, policies, frameworks and relationship between different spheres of government in terms of DORA (Division of Revenue Act); Track record in preparing and management of strategic business plans, budgeting, expenditure and revenue would be an added advantage; Work ranges and procedures of managerial functions, finance, human resource matters, planning and organizing; Compilation of reports; Research and analyzing; Expenditure monitoring and evaluation; Management skills at senior level and a demonstrated capacity to interpret, analyse and present complex financial information; Financial and Risk analysis skills; Ability to interpret and apply policies; Economic and analysis skills; Financial management skills.

DUTIES : Managing the finance of the department; provide timely and accurate relevant, complete and suitable presentable financial results and trends in line with the PFMA and Treasury Regulations; Making contributions to financial aspects of the strategic planning process; Meeting external reporting and legal requirements (e.g. monthly reports and annual financial statements); Developing and maintaining systems of control which comply with prescribed norms; Manage transfers of funds to Parastatals and Municipalities; Provide sound budgeting control and financial management advice to the Accounting Officer; Ensure that the risks of the department are identified and adequately mitigated; Establish supply chain management system that is fair, equitable, transparent, competitive and cost effective. The interpretation and implementation of Branch strategy; Develop policies, design planning frameworks and guidelines to operationalise strategy; Managing functions of Directors and Components (ensure resources are available, financial management etc); Performance/Standards/Policies / M&E.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

APPLICATIONS : All applications should be forwarded to: The Department of Public Works, Roads and Infrastructure, Private Bag X9490 Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.

FOR ATTENTION : Acting Director HR Services Tel No: (015) 284 7466

CLOSING DATE : 23 October 2020

NOTE : Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver’s license (where applicable), educational qualifications and a comprehensive Curriculum Vitae or resume. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests.
in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. 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 link: https://www.thesng.gov.za/training —course/sms-pre-entryprogramme/. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of application we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Administrative Justice Act.

MANAGEMENT ECHELON

POST 23/155 : DIRECTOR: FINANCIAL ACCOUNTING REF NO: S4/1/04/2020/01

Directorate: Office of the Chief Financial Officer

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

CENTRE : Head Office, Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Financial Management as recognised by SAQA. Minimum 5 – 10 years’ working experience in the financial management environment with a minimum of five (5) years at middle management level. A valid driver’s license, with the exception of applicants with disabilities. Competencies: Strategic capability and leadership, Programme and Project Management, Change management, Financial Management, Knowledge management. Problem solving and analysis. Client orientation and customer focus. Communication. Knowledge of the PFMA and Treasury Regulations. 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).

DUTIES : Manage the provision of purchases, accounts and payments. Control and monitor departmental expenditure. Manage the purchasing process such as issuing department orders. Monitor timeous payment of service providers. Manage payment processing. Manage payment of vouchers. Negotiate with the service providers on delayed payments due to problems with regard to financial systems (e.g. when the systems are off-line). Manage relationship with diverse stakeholders at a strategic level (e.g. banks, contractors, donor funders, Auditor General and Treasury) Manage departmental payroll services. Manage the provision of salary related payments and allowances on Persal system, e.g. overtime, rural allowances, S&T claims etc. Manage termination services. Manage salary deduction. Manage all requisite tax reconciliations. Manage and coordinate the provision of bank reconciliation services. Manage and monitor clearing of bank consolidated accounts. Manage and monitor clearing of suspense accounts. Manage monthly closure of books of accounts. Manage and monitor the interface of deduction control account. Manage and process journals. Manage bookkeeping services. Manage annual cash-flow and preparation of annual financial statement. Liaise with Auditor-General, Provincial Treasury, and Financial institution, Internal Audit and National and Provincial Treasury. Manage allocation of departmental liabilities. Manage electronic bank rejection and re-issuing of payments. Manage and utilize resources (human, financial and equipment). Facilitate the formulation and manage component’s budget. Monitor and report on expenditure to ensure proper utilization of budget. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilization of human resources. Maintain the discipline environment. Facilitate and ensure the development of job descriptions of supervisees.

ENQUIRIES : Ms. Magdelene Mokonyane, Ms. Phillippine Hanyane, Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, and Mr. Mathume Mabilo at Tel No: (015) 284 7353/7586/7663/7606/7607/7627.
POST 23/156  :  DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4/1/04/2020/02
Directorate: Office of the Chief Financial Officer

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

CENTRE :  Head Office, Polokwane


DUTIES :  Manage the provision of budgetary services. Manage development of MTEF and adjustment budget for departmental programs. Develop and maintain the cost estimates database and forecasting models. Develop and implement a reprioritization plan. Assist and plan the department's annual budget process/ compilation. Analyse the department budgets to determine compliance to policies, principles and credibility. Determine annual budget allocation per function. Monitor and ensure measurable objectives and service delivery indicators in the departmental conditional grant budget. Advice the department on budget, revenue and expenditure trends, inclusive of putting together budget and revenue statement. Manage budget in line with Medium Term Expenditure Framework (MTEF) and Annual budget processes. Monitor that funds are spent effectively, efficiently and accounted for. Oversee and manage the drawing of the Departmental Revenue Budget. Monitor integration and synergy of budget priorities and assist in line with the Department’s priorities. Manage the provision of revenue services. Analyse departmental revenue budgets to determine credibility and achievability. Control and monitor departmental expenditure. Manage and monitor monthly closure of books. Monitor and implement systems control. Monitor and ensure effective management of financial systems. Monitor the implementation and maintenance of financial systems. Monitor and manage interlinked system reports. Manage maintain and implement security measures. Manage the provision of system user support and training. Manage departmental debt management services for general and rental debt. Develop strategies and systems to recover debt to the department. Monitor monthly reconciliation of debt register. Liaise with legal services for irrecoverable debt and make recommendations for writing-off of irrecoverable debt outside the approved threshold. Manage the coordination of inter-related functions e.g. creation and linkage of staff debts on PERSAL system. Manage and utilise resources (human, financial and equipment). Facilitate the formulation and manage component's budget. Monitor and report on the expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance of and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain a disciplined environment. Facilitate and ensure the development of job description of supervisees.

ENQUIRIES :  Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, and Mr. Mathume Mabilo at Tel No: (015) 284 7353/7586/7663/7606/7607/7627.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)

FOR ATTENTION: Ms N Sephoti at Tel No: (018) 388 5176

CLOSING DATE: 16 October 2020, Time (16H30)

NOTE: Directions to Applicants: Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications, identity document and drivers licence. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualifications. 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. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. NB: The Department Reserves The Right Not To Make Appointments. Correspondence Will Be Limited To Short-Listed Candidates Only.

MANAGEMENT ECHELON

POST 23/157: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/S 01/20-21

DIRECTorate: Human Resource Management

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

CENTRE: Head Office (Mmabatho)


DUTIES: Oversee implementation of recruitment and employee benefits. Oversee development and implementation of HRM policies, processes, initiatives and surveys to support the human resource compliance and excellence. Oversee the administration of Human Resource Development, as well as Performance Management and organisational development. Oversee Labour Relation program. Oversee implementation of occupational health and safety as well as health and wellness programs. Oversee and monitor implementation of Organisational Development Programs.

ENQUIRIES: Adv. N Sephoti Tel No: (018) 388 5176
POST 23/158 : CHIEF FINANCIAL OFFICER REF NO: H/S 02/20-21
Directorate: Chief Financial Officer

SALARY : R1 251 183 per annum (Level 14) (all-inclusive remuneration package)
CENTRE : Head Office (Mmabatho)

DUTIES : Oversee implementation of Supply Chain Management Programmes. Oversee the review and manage the finalisation of quarterly and annual financial statements. Oversee all aspects of the financial management and accounting functions of the Department. Oversee the final draft budget preparation process, provide advice and support to stakeholders, and review the final draft budget prior to submission to the relevant authority. Oversee implementation of financial management systems. Monitor the operation of financial internal controls and systems within the Department.

ENQUIRIES : Adv. N Sephoti Tel No: (018) 388 5176

POST 23/159 : DEPUTY DIRECTOR: HUMAN SETTLEMENT PROJECTS IMPLEMENTATION
REF NO: H/S 03/20-21
Directorate: Human Settlement Project Management

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Ngaka Modiri Molema District (X1 Post)
                      Bojanala District (X1 Post)
                  Dr Keneth Kaunda District (X1 Post)

DUTIES : Manage the inspection of buildings, wiring, plumbing, electrical circuits, sewers, heating systems and foundations during and after construction for structural quality, general safety and conformance to specifications and codes. Use survey instruments, metering devices, tape measures and test equipment such as concrete strength measures to perform inspections. Manage and supervise staff. Coordinate issuing of: Violation notices and stop-work orders, conferring the owners, violators and authorities to explain regulations and recommend rectifications. Permits for construction, relocation, demolition and occupancy. Facilitate implementation of housing projects multi-year plan. Liaise with internal and external stakeholders.

ENQUIRIES : Mr V Bidi Tel No: (018) 388 5510
ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE: 19 October 2020

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/

furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 23/160: CHIEF DIRECTOR: FARMER SUPPORT AND DEVELOPMENT REF NO: AGR 48/2020

SALARY: R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 6 years relevant experience at a Senior Management level. Recommendation: A valid driving licence, or alternative mode of transport for people with disabilities. Experience in the Agricultural sector at a management level. Competencies: Extensive knowledge of the needs and factors impacting farmer support and development; Broad knowledge of how government functions and how the different spheres of government operates; Knowledge of the following: All the regulations and policies that will be relevant for the post; The functioning of donor funding operations; Labour relations; Financial Management; Empowerment processes (SMME, Broad based BEE); Capacity Building; Project Management; Community facilitation; The following skills: Interpret and apply relevant policies and procedures; Human resource planning and skills; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Asset Management skills; Exceptional communication skills; Leadership skills; Negotiation/ Influencing skills; Ability to function under pressure / against tight deadlines; Entrepreneurial skills.

DUTIES: Exercise oversight over the implementation agenda of Casidra: Ensure that Casidra supports the Department with project implementation and state farm management; Promote integration internally and outside the Department: Integrate departmental work with different sector committees at provincial and national level as well as other determined platforms i.e. national outcomes and conditional grants. Ensure the department’s participation at all land reform structures. Compliance with the requirements of the relevant Medium Term Strategic Framework through the Annual Performance Plan (APP) and specific projects and programmes (national and provincial); Give effect to the provincial strategies and priorities; Ensure the roll out and implementation of (Agricultural Information Management System) AIMS within the programme; Strengthen partnerships with industry in the Western Cape; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services.
Agrarian reform facilitated with agricultural support; Ensure the development of a land reform project plan in line with the provincial strategies and priorities and NDP target; Oversee the provision of extension and advisory services to farmers: Guide the delivery of the drought relief support in the affected districts; Facilitate the development of short courses for farmers; Oversee the successful implementation of food security projects; Facilitate access to affordable and diverse food to food insecure and vulnerable communities; Provision of Strategic Leadership and Management: Provide sound leadership and management within environment; Attain full compliance with financial and associated processes; Exercise effective risk management over programmes and projects. Oversee the implementation and optimal utilisation of AIMS.

ENQUIRIES: Dr MP Sebopetsa Tel No: (+27 21-808 5006)
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

OTHER POSTS


SALARY:
Grade A: R311 859 - R332 799 per annum (as per OSD prescripts)
Grade B: R353 226 - R380 775 per annum (as per OSD prescripts)
Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)

CENTRE:
Agriculture, Western Cape Government

REQUIREMENTS:
A 3 year tertiary qualification (National Diploma/B-Degree) in Analytical Chemistry or relevant qualification in this field; Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions) in the relevant field; 3 years post qualification relevant technical (scientific) experience; A valid (Code B or higher) driving licence. Recommendations: Experience in the following: Scientific Technician in an agricultural laboratory (soil, plants and water); The use of ICP and LIMS; Supervision of subordinates in a laboratory. Competencies: Knowledge of the following: Laboratory (soil and water) and personnel management; LIMS, ICP and accreditation systems used in the industry; Settings, calibration and basic maintenance of appropriate equipment; Proven computer literacy; Technical management skills; Technical planning skills; Written and verbal communication skills.

DUTIES:
Analyse samples (soil, feed, plant and water); Development of new analytical procedures; 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 service.

ENQUIRIES: Ms A Swanepoel at Tel No: (021) 808 5320
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 23/162: FARM AID: RTD-FARM SERVICES (ELSENBURG) REF NO: AGR 46/2020 (X2 POSTS)

SALARY: R102 534 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Recommendation: Experience in performing general farm work; A valid (Code B or higher) driving licence. Competencies: A good understanding on how to handle and carry weights of up to 50kg; General farm work and maintenance skills; Working with research farm animals; Communication skills.

DUTIES: Perform the following routine activities: Crop production (e.g. planting, harvesting and irrigation); Cleaning, loading and maintaining water supply systems; Maintain fences, roads and pipelines.

ENQUIRIES: Mr B Aucamp at Tel No: (021) 808 5222
APPLICATIONS: 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. 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.

DEPARTMENT OF COMMUNITY SAFETY

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: 26 October 2020

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 23/163: HEAD OF DEPARTMENT: COMMUNITY SAFETY REF NO: DCS 18/2020

SALARY: R1 521 591. per annum (Level 15) (All-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.

CENTRE: Community Safety, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years’ senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills.

DUTIES: Promote safety and security by facilitating the implementation of the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implementation of both national and provincial policies on safety and security; Provide security risk management services to the Western Cape in respect of property, assets, equipment, visitors and Heads of Provincial Institutions; Manage and engage all spheres of government in integrated safety and security development through programmes and projects; Optimise capacity building with communities and render support services to neighborhood watch structures to decrease the levels of crime; Drive the development and implementation of the
Provincial Community Safety Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES: Ms LS Esterhuyse Tel No: (+27 21 483 5856 / 083 629 3244)

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: 26 October 2020

NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-ntryprogramme/Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 23/164: HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDAT 18/2020

SALARY: R1 978 533 per annum (Level 16) (All-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.

CENTRE: Economic Development and Tourism, Western Cape Government

REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years’ senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996.Recommendation: A valid driving licence, or alternative mode of transport for people with disabilities. Experience in the Agricultural sector at a management level. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES: Manage economic coordination and stakeholder engagements to create an enabling environment for viable economic growth and job opportunities. Facilitate the creation of opportunities to influence economic growth and job creation with specific priority sectors, Financial Services and ICT Sector, Oil, Gas and Maritime, Tourism and Agri-processing. Promote the transformation of the Western Cape economy towards green economic growth. Facilitate the strengthening of energy
resilience in the Western Cape. Optimise communication and stakeholder relationships with economic stakeholders and partners. Drive the development and implementation of the Provincial Economic Development and Tourism Strategy as well as the departmental strategic planning processes. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department. Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.

ENQUIRIES: Ms LS Esterhuysen Tel No: (+27 21 483 5856 / 083 629 3244)

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

CLOSING DATE: 19 October 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 23/165: ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION LEVEL): POLICY COORDINATION REF NO: EADP 33/2020

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

CENTRE: Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree in Environmental Management, Natural Sciences, Law, Planning, Environmental Sciences or related fields; A valid code B driving licence. Recommendations: Legal qualification and experience related to environmental management and development planning; Courses in policy formulation and law reform; Proven years of experience in Planning and environmental legislation and policies, policy and law reform processes related to development planning and environmental management; Strategic initiatives, such as policy and law reform and spatial planning. Competencies: Knowledge and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management; Computer Literacy; Sound interpersonal skills; Communication (written and verbal) and report writing skills; Must have the ability to work well within a team; Must have the ability to work under pressure and independently; Honesty and Integrity.

DUTIES: Policy research and analysis; Coordination of and participation in policy and law reform processes; Specialists policy advice, awareness raising and capacity building related to policy, legislation and strategic planning; Stakeholder engagements and communication related to policy, legislation and strategic issues; Project Management.

ENQUIRIES: Ms A. Rossouw at Tel No: (021) 483 2900

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 23/166: CHIEF DIRECTOR: EMERGENCY AND CLINICAL SERVICES SUPPORT

Chief Directorate: Emergency and Clinical Services Support stationed at Bellville Health Park, Bellville.

SALARY: R1 251 183 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town

REQUIREMENTS:

Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field with at least 5 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 no appointment can be made in the absence thereof. The course is available at the National School of Governance 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/. 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) driver’s licence. Willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems. Proven strategic and leadership capabilities. Project management and programme knowledge and skills. Proven knowledge and understanding of Change - Financial, People Management and empowerment. Proven leadership capabilities.

DUTIES:

Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective emergency and clinical services support in support of departmental service delivery, which include Emergency Medical Service and Forensic Pathology Services across the Western Cape. Facilitation of an integrated implementation approach to key service policy priorities i.e. manage the system for clinical governance, life-course interventions, wellness and disease outbreak response. Coordination of Medicines, Laboratory and Blood Services delivery and utilisation in the Western Cape. Facilitation of optimal health service delivery through the development of innovative alternative service delivery models and continuous improvement initiatives. Corporate support to the Chief Directorate, including Emergency Medical Services and Forensic Pathology Services. As Top Executive Committee (TEXCO) member responsible for strategic management of the Chief Directorate: Emergency and Clinical Services Support in alignment with the departmental strategic processes. Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES: Dr S Kariem Tel No: (021) 815-8708

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

NOTE: The post will be filled once the Management Efficiency and Alignment Project (MEAP) structure has been implemented. No payment of any kind is required when applying for this post. Applicants may be subjected to a competences assessment test.

CLOSING DATE: 16 October 2020

OTHER POSTS

POST 23/167: CLINICAL MANAGER: GRADE 1 (MEDICAL)

Overberg District

SALARY: Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs). Plus a rural allowance of 18% of basic salary.

CENTRE: Swellendam and Cape Agulhas Sub-districts (Management Unit) (Based in Bredasdorp)

REQUIREMENTS:

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid Code (B/EB) driver’s license. Clinical work at Cape-Agulhas sub-district. Commuted overtime at Otto du Plessis Hospital. Clinical Management of both Swellendam and Cape-Agulhas sub-districts. Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anaesthetic and relevant experience. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages.
DUTIES: Strategic management of clinical services in addressing the burden of disease. Clinical service delivery at Cape-Agilhas sub-district as part of a multi-disciplinary team and responsible for clinical service delivery. Ensure clinical governance of doctors and Allied Health Professionals at Swellendam and Cape-Agilhas. Human Resource Management of the doctors and Allied Health Professionals at Swellendam and Cape-Agilhas. Financial management of laboratory services, blood, medication and medical/surgical consumables at Swellendam and Cape-Agilhas. Engage with all relevant stakeholders regarding clinical services at Swellendam and Cape-Agilhas.

ENQUIRIES: Dr JP Du Toit Tel No: (028) 514-1142
APPLICANTS: 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: 16 October 2020

POST 23/168: MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)
Groote Schuur Hospital

SALARY: Grade 1: R1 1060 40 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual’s personal needs) (It will be expected of a successful candidate to participate in a system of remunerated overtime.)

CENTRE REQUIREMENTS: Groote Schuur Hospital

Requirements: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Radiation Oncology. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects.

DUTIES: Run one or more Oncology clinics at Groote Schuur Hospital performing clinical, teaching and administrative duties. Assessment of cancer patients, mentoring registrars, formulating treatment plans (chemotherapy and radiotherapy), running combined clinics and developing treatment protocols. Initiate and support research and supervise registrar MMed projects. Assist with departmental administration and outreach. Conduct teaching and training in Radiation Oncology.

ENQUIRIES: Dr Z Mohamed/Ms Z Olkers, Tel. No: (021) 404-4263
APPLICANTS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.
CLOSING DATE: 16 October 2020

POST 23/169: MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)
Overberg District

SALARY: Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
**CENTRE**: Caledon Hospital

**REQUIREMENTS**

- **Minimum educational qualification**: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. **Experience**: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Participation in Commuted Overtime at Caledon Hospital Competencies (knowledge/skills): Knowledge and understanding of the Department’s Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, PowerPoint and Excel).

**DUTIES**

- Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as co-ordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Responsible for clinical governance within the sub-district and report to the quality of care, the training needs as well as implementation of the Quality Improvement Plan. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-district. Initiate supervise and conduct research appropriate to the needs of the Sub-district. Implement the Outreach and support policy of the Department with the relevant stakeholders.

**ENQUIRIES**

- Dr MS Rambiyana, Tel. No: (028) 212-1070

**APPLICATIONS**

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

**NOTE**

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

- 16 October 2020

**POST 23/170**: DEPUTY DIRECTOR: FINANCIAL MANAGER

Chief Directorate: Metro Health Services

**SALARY**: R733 257 per annum (A portion of the package can be structured according to the individual’s personal needs). Plus a rural allowance of 18% of basic salary.

**CENTRE**: Southern/Western Sub-structure Office

**REQUIREMENTS**

- **Minimum educational qualification**: Appropriate 3-year National Diploma / Degree. **Experience**: Appropriate experience that focuses on the Key Performance Areas (KPA’s) of the post. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. **Competencies (knowledge/skills)**: Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations).

**DUTIES**

- Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversees the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance of the Sub-structure. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.
ENQUIRIES: Dr K Grammer Tel No: (021) 202-0900
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: 16 October 2020
POST 23/171: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Rural Health Services
SALARY: R562 800 per annum (PN-B3)
CENTRE: Citrusdal Clinic
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 and Midwife. Post-basic Diploma qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable 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/recognisable experience in the 1 year post-basic qualification in Diploma Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
DUTIES: Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management w.r.t data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management wrt Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

ENQUIRIES: Ms M Sandt Tel No: (027) 482-1484
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. You may be requested to do a practical session prior to the interview.
CLOSING DATE: 16 October 2020
POST 23/172: OPERATIONAL MANAGER NURSING: SPECIALTY AREA: TRAUMA AND EMERGENCY
SALARY: R562 800 per annum (PN-B3)
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing; Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership,
decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

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

ENQUIRIES: Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 16 October 2020
POST 23/173: OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)
Garden Route District

SALARY: R444 276 per annum (PN-A5)
CENTRE: Alan Blyth Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2020). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): 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, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES: Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate 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 AK Laubscher Tel No: (028) 551-1010
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE: 16 October 2020
POST 23/174: SOCIAL WORK SUPERVISOR: GRADE 1
Chief Directorate: Rural Health Services

SALARY: Grade 1: R384 228 per annum
CENTRE: Worcester Regional Hospital
REQUIREMENTS: Minimum educational qualification: Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2020/21. Experience: A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced knowledge, skills and experience in health-related social work. Ability to lead supervise and work in a social work team and as a member of a multi-disciplinary team in a general specialist acute health care setting. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint).

DUTIES: (key result areas/outputs): Lead, coordinate and supervise the delivery of the Social Work services and support institutional management. Provide social work services including psycho-social assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.
ENQUIRIES: Ms S Jaftha Tel No: (023) 348-6496
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: 16 October 2020

POST 23/175: ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (COMPLIANCE)
Head Office, Cape Town
Directorate: Information Management

SALARY: R376 596 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid driver's license (Code B/EB) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, processes and standard operating procedures. Knowledge of the information systems utilised by the WCG: Health e.g. Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, Tier etc. Excellent leadership, training, interpersonal and communication (verbal and written English) skills. Advanced computer skills in MS Office.

DUTIES:
Develop and manage operational and project plans pertaining to internal and external performance information audits and special projects. Coordinate and conduct support/assessment visits to provide assurance on data quality and compliance with provincial and national policy, standard operating procedures and tools. Generate and communicate performance and progress reports for management and stakeholders. Develop, implement and monitor remedial action plans and corrective measures, including training material and tools, after conducting assessments and root cause analysis. Develop and maintain digital tools to conduct and report on assessments and provide training. Supervise, manage, lead and develop a cohesive team/unit.

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. Candidates may have to complete a skills competency test.
CLOSING DATE: 16 October 2020

POST 23/176: QUALITY ASSURANCE COORDINATOR
West Coast District

SALARY: R376 596 per annum
CENTRE: Saldanha Bay Sub-district
REQUIREMENTS: Minimum educational qualification: Appropriate 4 year Health related Diploma/degree or equivalent qualification that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health and Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

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

ENQUIRIES: Ms E Van Ster Tel No: (022) 487-9269
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE: No payment of any kind is required when applying for this post. Applicants may be subjected to competency assessments.

CLOSING DATE: 16 October 2020

POST 23/177: ADMINISTRATION CLERK: REGISTRY
Central Karoo District

SALARY: R173 703 per annum
CENTRE: Beaufort West Hospital
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a registry and/or archives environment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook Programmes). Knowledge of policies regarding registry and archives. Knowledge of working with confidential documents. Ability to effectively multi-task, function independently and under pressure.

DUTIES: Open, sort, distribute and frank mail. Efficient and the confidential handling of mail. Opening, closing, archiving of files and identify files to be dispose according to National Archives Act, Act 43 of 1996. Effective management of registry equipment and effective support of the HR functions. Maintaining update registers. Ordering of goods/stationary and completion of LOGIS documents.

ENQUIRIES: Mr EJ Jewel Tel No: (023) 414-8291
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 16 October 2020

POST 23/178: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Cape Winelands District

SALARY: R173 703 per annum
CENTRE: Stellenbosch Hospital
REQUIREMENTS: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience of Asset Management and Warehousing in a LOGIS environment. Appropriate experience of the LOGIS, WINRDM and EPS (Electronic Procurement System). Inherent requirement of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.

DUTIES: Responsible for demand and acquisition management functions. Perform duties related to EPS processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Assisting with Asset Management functions. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks.

ENQUIRIES: Ms T September Tel No: (021) 808-6112
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE: 16 October 2020

POST 23/179: ADMINISTRATION CLERK: SUPPORT (INFORMATION MANAGEMENT)
Garden Route District

SALARY: R173 073 per annum
CENTRE: Ladismith Hospital
three official languages of the Western Cape. Ability to function independently and within a team context.

**DUTIES**: Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency. Assist with campaign data.

**ENQUIRIES**: Ms AK Laubscher, Tel No: (028) 551-1010

**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**: 16 October 2020

**POST 23/180**: ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE) (X3 POSTS)
Chief Directorate: Rural Health Services

**SALARY**: R173 703 per annum

**CENTRE**: Worcester Regional Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an administration environment. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel). Knowledge of Department of Health complaints management and excellent interpersonal skills, as well as telephone etiquette. Strong sense of confidentiality and trustworthiness and Ability to ensure confidentiality of sensitive information and use own initiative, work independently and under pressure.

**DUTIES**: Drawing of inpatient lists - mid-day and midnight. Answering of telephones and referral of enquiries. Handle telephonic and personal enquiries with regards to patients. Handle visitor enquiries. Comply with Ideal Facility requirements with regards to patient centred experience. Provide relief clerical and administrative support to the supervisor.

**ENQUIRIES**: Ms S Nieuwoudt Tel No: (023) 348-64585

**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**: 16 October 2020

**POST 23/181**: ADMINISTRATION CLERK (SUPPORT): WASTE MANAGEMENT
Chief Directorate: Metro Health Services

**SALARY**: R173 703 per annum

**CENTRE**: Valkenburg Hospital


**DUTIES**: Effectively manage of domestic and health care risk waste departments processes and adhere to infection control as well as health and safety regulations. Ensure compliance to service level agreement and deal with outsourced services. Manage the collection, reprocessing, decontaminating and or disposal of dirty, used or expired items. Manage the procurement of consumables, as well as the packing, supply, delivery of readily prepared items to the various hospital departments. Provide optimal support to supervisor and colleagues.

**ENQUIRIES**: Ms M Froneman, Tel No: (021) 826-5864

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

**CLOSING DATE**: 16 October 2020

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POST 23/182: ADMINISTRATION CLERK: SUPPORT (MENTAL HEALTH CARE ACT COORDINATOR)

Chief Directorate: Metro Health Services

SALARY: R173 703 per annum

CENTRE: Valkenberg Hospital

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Appropriate Experience in a health environment. Appropriate office administration experience. Good verbal and written communication skills with all levels and the public in at least two of the three official languages. Sound secretarial, organisational and planning skills. Knowledge of Mental Health Care Act related policies and regulations. Proven computer literacy, i.e. MS Office package and Clinicom experience.

DUTIES: Receive, check, monitor and co-ordinate all documents in respect of mental health care users relating to admissions, discharges, transfers, leave of absence, periodic reports (both acute and forensics) and documents processed to be referred to the MHRB or Western Cape High Court. Data capturing of information and managing databases. Responsible for record keeping, the receipt and sending of all post. Handle face to face and telephonic, verbal and electronic communications to and from the hospital, i.e. with patients and the public. Provide training on the completion of MHCA Forms to all staff when requested.

ENQUIRIES: Ms T Ellis Tel No: (021) 826-5808

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: 16 October 2020

POST 23/183: HOUSEKEEPING SUPERVISOR

West Coast District

SALARY: R145 281 per annum

CENTRE: Vredenburg Hospital

REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to work shifts which including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

DUTIES: Responsible for overall planning, control, organising, performing and coordinating at task related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e. staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management.

ENQUIRIES: Ms CH Oosthuizen Tel No: (022) 709-5099

APPLICATIONS: Please submit your application to the Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380

FOR ATTENTION: Mr S Cupido

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

CLOSING DATE: 16 October 2020

POST 23/184: HANDYMAN (X2 POSTS)

Head Office, Cape Town

SALARY: R145 281 per annum

CENTRE: Directorate: Engineering and Technical Services (Metro East District Maintenance Hub, Lentegeur Hospital)

REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience as a handyman within a Government Department. Inherent requirements of the job: Valid (Code B/EB) driver’s license with zero restriction. Must be prepared to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function
independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards.

**DUTIES**

Assist with repairs and installation of projects, emergency breakdowns. Maintain and repair of plant equipment. Assist in preventive maintenance procedures, such as; autoclave, steam generators, water tanks, chlorifiers and standby generators. Basic plumbing, electrical, carpentry, welding, repairs and installations. Assist with the control and requisitioning of material and parts. Strict adherence to the Occupational Health and Safety Act.

**ENQUIRIES**

Mr OJ Buys Tel No: (021) 370-1119

**APPLICATIONS**

The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION**

Ms C Dawood

**CLOSING DATE**

16 October 2020

**POST 23/185**

SECURITY OFFICER

Red Cross War Memorial Hospital

**SALARY**

R122 595 per annum

**CENTRE**

Red Cross War Memorial Hospital

**REQUIREMENTS**

Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA, at level of Grade ‘C’. Experience: Appropriate experience as a Security Officer in a Hospital environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): Able to communicate at least two of the three official languages of the Western Cape. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.

**DUTIES**

Access/Egress control also escort patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Ensure effective patrolling of the buildings, parking areas and the perimeters. Effective application of service delivery and efficient support to the supervisor. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/patient related activities.

**ENQUIRIES**

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

**APPLICATIONS**

Please submit your application to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

**FOR ATTENTION**

Ms T Nqola

**CLOSING DATE**

16 October 2020

**POST 23/186**

DIETICIAN: GRADE 1 TO 3 (3/8TH POST)

(3-Year Contract)

**SALARY**

Grade 1: R119 241 per annum

Grade 2: R139 803 per annum

Grade 3: R164 688 per annum plus 37% in lieu of service benefits

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa as a Dietitian. Experience: Grade 1: None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Dietetics 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 Dietetics in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Dietetics 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 Dietetics in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the Health
Professional Council of South Africa (HPCSA) in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics with focus on the field of Bariatric/Metabolic surgery. Good interpersonal, communication and organizational skills. Ability to work under pressure. Computer literacy. Fluent in at least two of three official languages of the Western Cape.

**DUTIES**
- Render a therapeutic service to in- and out-patients. In-service training to personnel and dietetic students. Support to supervisor.

**ENQUIRIES**
Ms C Schübl Tel No: (021) 938-4351

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

**CLOSING DATE**
16 October 2020

**POST 23/187**
HOUSEHOLD AID

**SALARY**
R102 534 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital setting. Inherent requirements of the job: Must be physical, mentally and emotionally fit to provide an essential service. Must be able to maintain effective relationships with staff, patients and public. Competencies (knowledge/skills): Ability to participate and work as part of a team. Ability to work flexi hours, shifts, weekends and night-duty. Basic knowledge of cleaning and the cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
- Effectively delivered environmental hygiene. Participate in activities of the cleaning service. Utilise and manage available human and financial resources to fulfil the operational needs of the clinical area. Effective support to the housekeeper and nursing staff related to e.g. cleanliness of environment and patient meal services. Maintain protective clothing code.

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

**APPLICATIONS**
The Chief Executive Officer, Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**
Mr R McKenzie

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

**CLOSING DATE**
16 October 2020

**POST 23/188**
HOUSEHOLD AID

**SALARY**
R102 534 per annum

**CENTRE**
Valkenburg Hospital

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents; and stock.

**DUTIES**
- Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.

**ENQUIRIES**
Ms M Froneman Tel No: (021) 826-5864

**APPLICATIONS**
Please submit your application to the Chief Executive Officer: Valkenburg Hospital, Private Bag X1, Observatory, 7935.

**FOR ATTENTION**
Ms AL Stephens

**NOTE**
No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE**
16 October 2020
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://westerncape.gov.erecruit.co

CLOSING DATE : 19 October 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 23/189 : ASSISTANT DIRECTOR: DEPARTMENTAL STRATEGY DEVELOPMENT REF NO: DOTP 46/2020

SALARY : R356 289 per annum (Level 09)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree in Management; A minimum of 3 years experience in a strategic management environment and/ or monitoring and evaluation environment. Competencies: Knowledge of the following: Strategic management processes; Government planning processes and cycles; Public sector monitoring and evaluation; Policies of the government of the day with specific reference to the strategic plan of the Western Cape Government; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Sound knowledge and understanding of departmental operations; Communication (written and verbal) skills.
DUTIES : Strategic planning and reporting processes; Provide inputs on strategic imperatives that inform the functional terrains of the Department; Provide inputs into the drafting and maintenance of departmental strategy development policy frameworks and development of strategic, annual and operational plans; Departmental Project Office; Coordinate an annual programme and project management system for the Department; Quality assure Project Initiation Documents on an annual basis; Staff supervision; Supervise the administrative assistant of the component.
ENQUIRIES : Ms Y Christians at Tel No: (021) 483 4424

DEPARTMENT OF SOCIALLY DEVELOPMENT

CLOSING DATE : 19 October 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 23/190 : SOCIAL WORK POLICY MANAGER: DISABILITY REF NO: DSD 68/2020

SALARY : R794 889 per annum (All-inclusive salary package) (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 South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community...
**DUTIES**: Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Manage the following: Quality assurance and monitoring framework processes of funded and/or unfunded NPO’s (inclusive of cluster foster care schemes); The monitoring of service activation in relation to a victim of crime as per relevant legislation; the registration process of facilities in terms of the relevant legislation. Appeal process: Provide information to the director and the chief director; Information Management System; Stakeholder Management /Relationship Management (International / National / Provincial /Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare and the community development management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.

**ENQUIRIES**: Mr D Cowley at Tel No: (021) 483 4212

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 23/191**: SOCIAL WORK SUPERVISOR: CEDERBERG (SERVICE DELIVERY TEAMS) REF NO: DSD 69/2020

**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 SACCSSP; Registration with the SACCSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACCSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psychosocial intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientated and customer focus skills.

**DUTIES**: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**: Dr L. Rossouw at Tel No: (022) 713 2272

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 23/192**: ASSISTANT DIRECTOR: MONITORING (DISABILITY) REF NO: DSD 67/2020

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

**CENTRE**: Social Development, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political,
economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.

**DUTIES**

- Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component’s plans; Monitor information capacity building and promote sound labor relations within the Division.

**ENQUIRIES**

- Mr D Cowley at Tel No: (021) 483 4296

**APPLICATIONS**

- Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecrui.co](https://westerncapegov.erecrui.co)

**POST 23/193**

**ASSISTANT DIRECTOR: MONITORING (CRIME PREVENTION AND SUPPORT) REF NO: DSD 70/2020**

**SALARY**

- R376 596 per annum (Level 09)

**CENTRE**

- Social Development, Western Cape Government

**REQUIREMENTS**

- An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills.

**DUTIES**

- Develop monitoring and review systems: Evaluate the current systems and recommend improvement; Develop and oversee the implementation of monitoring tools and systems Financial and Governance Assessment: Oversee site visits and quality assure the administering of quarterly and annual compliance assessments including site visits; Quality assure: Monitoring reports and the completion of the appraisal grid; Ensure the analyses of progress reports and development of corrective measures; Verify the data submitted via reports; Draft guidelines on required monitoring processes and procedures; Support managers and other staff in their monitoring actions, including the setting of standards; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres; Human Resource Management: Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed key responsibilities areas that derive from component’s plans; Monitor information capacity building and promote sound labor relations within the Division.

**ENQUIRIES**

- Mr M Gaba at (021) 483 4212

**APPLICATIONS**

- Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecrui.co](https://westerncapegov.erecrui.co)

**POST 23/194**

**ADMINISTRATIVE OFFICER: (MONITORING) DISABILITY REF NO: DSD 62/2020**

**SALARY**

- R316 791 per annum (Level 08)

**CENTRE**

- Social Development, Western Cape Government

**REQUIREMENTS**

- An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; Decision making skills; Problem analysis; Technical proficiency; Problem-solving and decision-making
skills; Diversity management; Planning and organising; Written and verbal communication skills.

**DUTIES**

- Assist with the development of monitoring and review systems; Assist with the evaluation of the current systems and recommend improvements; Conduct Financial and Governance assessments for existing and new NPO's; Arrange and conduct site visits; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Analyse progress report; Administration of the Non-Financial Data (NFD) process; Check the correctness of reporting templates.

**ENQUIRIES**

Ms P Momoza at Tel No: (021) 483 4015

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

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**POST 23/195**

**ADMINISTRATIVE OFFICER (MONITORING): SUBSTANCE ABUSE REF NO:**

**DSD 65/2020**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Social Development, Western Cape Government

**REQUIREMENTS**

- An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and Evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; The following skills: Decision Making; Problem-solving; Planning & Organising; Written and verbal communication skills.

**DUTIES**

- Assist with the development of monitoring and review systems; Conduct Financial and Governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO inline with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES**

Ms F Isaacs at Tel No: (021) 483 8442

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

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**POST 23/196**

**SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT REF NO:**

**DSD 64/2020**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Social Development, Western Cape Government

**REQUIREMENTS**

- An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Financial Management, Public Administration or similar environment; A minimum of 1 year relevant experience within the Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations (NTR’s), Provincial Treasury Directives/Instructions (PTI’s); Strategic and annual performance planning processes and procedures; Industry trends and best practices per commodity groups; Procurement policies/procedures; Strategic Sourcing and Preferential Procurement /BEE; A guide to Accounting Officers and Authorities; Records Management – inclusive of registry services, and policy and procedures governing these functions Proven computer literacy (SCM systems); Written and verbal communication skills; Planning and organising skills; Presentation skills.

**DUTIES**

- Render demand management services; Assist and provide input with regards to the development of the procurement/sourcing strategy; Research, analyse and plan the procurement requirements of the department; Research the determined supplies and needs (inline with the supply chain strategy); Compile annual procurement plan; Collect and collate information for the annual procurement plan; Compile tender/quotation specifications as required; Determine whether a specification for the relevant commodity exists if not collect information and compile specification in terms of reference (standardisation); Perform spend analysis with respect to payments, quotations and contracts.

**ENQUIRIES**

Mr A Kamalie at Tel No: (021) 483 8681

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)
CENTRE REQUIREMENTS : Social Development, Western Cape Government

An appropriate 3-year tertiary qualification (National Diploma/Degree or higher qualification) in Financial Management, Public Administration or relevant field; A minimum of 3 years experience within the Supply Chain Management environment. Competencies: Knowledge of the following: Policy Development; Public Finance Management Act (PFMA), National Treasury Regulations (NTR’s), Provincial Treasury Directives/Instructions (PTI’s); Strategic Sourcing and Preferential Procurement/BEED; Supply Chain Management regulations, policies and procedures, applicable delegations, asset management forms as per policies and procedures; Financial management processes; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies, procedures, contract management; Proven computer literacy; Written and verbal communication skills; Planning and organising skills.

DUTIES : Policy implementation; Assist and provide input with regards to the development of the procurement/sourcing strategy; Review and align delegations; Develop standard operating procedures pertaining to the review and alignment of delegations.

ENQUIRIES APPLICATIONS : Mr A Kamalie at Tel No: (021) 483 8681

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 23/198 : SOCIAL WORKER: DISABILITY REF NO: DSD 63/2020

SALARY : Grade 1: R257 592 – R298 614 per annum (OSD as prescribed).
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 REQUIREMENTS : Social Development, Western Cape Government

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; 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.

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 (casework, group work and community work); Attend to matters that result in or stems from social instability in any form; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES APPLICATIONS : Ms P Momoza at Tel No: (021) 483 4015

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

GRADE 1: R257 592 – R298 614 per annum (OSD as prescribed). 
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).
**Administrative Officer: Restorative Services (Funding)**

**Reference No:** DSD 60/2020

**Salary:** R257 508 per annum (Level 07)

**Centre:** Social Development, Western Cape Government

**Requirements:** An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills: budgeting, leadership, liaising and decision making; Written and verbal communication.

**Duties:** Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA’s) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO’s; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.

**Enquiries:** Ms C Khatieb at Tel No: (021) 483 3538

**Applications:** Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

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**Administration Clerk: Disability**

**Reference No:** DSD 61/2020

**Salary:** R173 703 per annum (Level 05)

**Centre:** Social Development, Western Cape Government

**Requirements:** Senior Certificate (Grade 12 or equivalent qualification). Recommendation: work experience. Competencies: A good understanding of the following: Clerical duties; Capturing data; Working environment; Proven computer literacy (MSOffice); Written and verbal communication skills; Planning and organization skills.

**Duties:** Render general clerical support services; Organise, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Provide personnel administration clerical support services within the component; Maintain a leave register for the component; Provide financial administration support services in the component; Capture and update expenditure component.

**Enquiries:** Ms P Momoza at (021) 483 2197

**Applications:** Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

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**Administration Clerk: Restorative Services (Funding)**

**Reference No:** DSD 59/2020

**Salary:** R173 703 per annum (Level 05)

**Centre:** Social Development, Western Cape Government

**Requirements:** Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant work experience. Competencies: A good understanding of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Ability to perform the following: Manage conflict; Speak in public and make presentation to large or small groups; Possess the following skills: Planning and organising, problem solving, interpersonal relations, budgeting, leadership, decision making and liaising skills; Proven computer literacy (MS Office); Written and verbal communication skills.

**Duties:** To evaluate and process prescribed documents for payment; Check financing agreements for correctness; Monitor compliance and identify non compliance with prescribed policy/ legislation and funding conditions; Request appropriate reports and follow up any outstanding documents; Monitor submission and evaluate...
financial statements as well as do conjugated calculations; Check appropriate records/reports; Render a support function to the senior staff; Advice and information to the Assistant - Director regarding payment trends, and budget inputs; Render a support function to Programme Offices in line with the Departments' Integrated Service Delivery Model; Provide programme sponsors and managers with financial and non-financial data; Administrative support.

ENQUIRIES : Ms P Downes at Tel No: (021) 483 5739
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

CLOSING DATE : 19 October 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 23/202 : CONTROL ENGINEERING TECHNOLOGIST: ROADS DESIGN & ROADS PROGRAMME REF NO: TPW 80/2020 (X5 POSTS)

SALARY : Grade A: R751 542 per annum (All-inclusive salary package) (OSD as prescribed).
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management; Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioral competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr J Neethling at Tel No: (073) 952 9707
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 23/203 : PROFESSIONAL ENGINEER (PRODUCTION LEVEL): PROGRAMME COORDINATION REF NO: TPW 85/2020

SALARY : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
CANDIDATE ENGINEER: PROVINCIAL ROADS BRANCH (CIVIL) REF NO: TPW 244/2019 R1

(2 contract positions available for 2-years)

CENTRE
Transport and Public Works, Western Cape Government

REQUIREMENTS
Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Proficient in the use of Bentley Open Roads Designer/Civil 3D or other design software packages; Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

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

ENQUIRIES
Mr A November at Tel No: (076) 816 4564

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 23/205: CANDIDATE ENGINEER: PROVINCIAL ROAD BRANCH(MECHANICAL/MECHATRONIC/INDUSTRIAL MECHANICAL) REF NO: TPW 245/2019 R1

(2 Year Contract Position Available)

SALARY: R618 732 per annum (All-inclusive salary package) (OSD asprescribed)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

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

ENQUIRIES: Mr A November at Tel No: (076) 816 4564
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 23/206: CONTROL ENGINEERING TECHNICIAN - ROAD DESIGN REF NO: TPW 84/2020

SALARY: Grade A: R446 202 per annum (OSD).
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); Six years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA) A Valid Driving license (code B). Recommendation: Public Sector experience/exposure; Applicable experience in transport infrastructure, road construction and/or maintenance; Experience of surface and gravel roads or the asset management processes of these assets. Exposure of financial, human resource, supply chain, contract management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender documents and supervising technical staff items Competencies: Knowledge of the following: Technical design and analysis; Legal compliance; Computer-aided technical applications; Project Management; Research and Development; People Management; Problem Solving Skills; Customer Focus and responsiveness; Planning and Organising skills; Communication (written and verbal) and technical report writing skills; Financial Management; Decision Making.

DUTIES: Capacity building at Municipalities; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment on roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution of duties; Ensure the promotion of safety in line with statutory and regulatory standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority; Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance database; Manage,
supervise and control technical and related personnel and assets; Research/literature studies on technical engineering technology to improve expertise; Lease with relevant bodies/councils on engineering related matters.

ENQUIRIES: Mr J Neethling at Tel No: (073) 952 9707
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 23/207: ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): SYSTEMS REF NO: TPW 86/2020 (X2 POSTS)

SALARY: Grade A: R363 894 - R392 283 per annum
Grade B: R414 189 - R446 202 per annum
Grade C: R473 574 - R557 856 per annum, (Salary will be determined based on post registration experience as per OSD prescript).

CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience/exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail formulation disciplinary design projects; Experience compiling/preparing tender documents and supervising technical staff /teams Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES: Provide technological advisory services: Support Engineers,Technicians and associates in field, workshop and office activities; Promote safety standards in line with 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; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES: Mr J Neethling at Tel No: (073) 952 9707
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 23/208: OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: TPW 77/2020 (X3 POSTS)

SALARY: R316 791 per annum (Level 08)

CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence(Code B). Recommendation: Occupational Health and Safety working experience. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities;
Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Written and verbal communication skills; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving skills; Conflict management.

**DUTIES**: Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.

**ENQUIRIES**: Mr G February at Tel No: (021) 959 7700

**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 23/209**: PROJECT ADMINISTRATOR: PROJECT OFFICE (ROAD BRANCH) REF NO: TPW 76/2019 R1

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Transport and Public Works, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year experience. Recommendation: Working knowledge of the following: Budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Project administration Experience; Previous Experience in using RPM of similar software; Previous experience with road network information systems; Exposure to Government Procurement and financial processes; Qualification in Public Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Written and verbal communication skills; Data management;Proven computer literacy.

**DUTIES**: Ensure project data integrity; Provide formal as well as one-on-one user training; Assist the project manager in developing project reports, newsletters and high quality presentations to facilitate project administration; Assist the project manager in monitoring and controlling project schedules; Establish baselines regarding configuration items; Establish and maintain Master Record Indexes; Ensure the change process is followed; Assist in the development and maintenance of the change control process; Develop, implement and maintain per project of all quality plans, standards, processes and procedures under the instruction of the project manager; Participate in project reviews, walk throughs, inspections and acceptance process; Plan and execute internal audits.

**ENQUIRIES**: Mr H Coetzee at Tel No: (084) 700 0978

**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 23/210**: ENGINEERING TECHNICIAN (PRODUCTION LEVEL) REF NO: TPW 162/2019 R1 (X3 POSTS)

**SALARY**: Grade A: R311 859 – R332 799 per annum (OSD as prescribed)
Grade B: R353 226 –R380 775 per annum (OSD as prescribed)
Grade C: R402 045 – R473 574 per annum (OSD as prescribed)

**CENTRE**: Transport and Public Works, Western Cape Government

**REQUIREMENTS**: National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Recommendation: Further post graduate studies in the field; Appropriate experience in one or more of the following engineering disciplines: pavement engineering, traffic engineering, geometric design and/or roads design; Understanding of pavement management systems, abnormal loads, traffic signage and contract management. Competencies Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Verbal and written communication skills; People management skills; Proven computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.
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; Perform administrative and related functions; Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.

ENQUIRIES:
Mr M Hendrickse at Tel No: (021) 463 3107

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 23/211:
OPERATOR: HEAVY EQUIPMENT - CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: TPW 200/2019 R1

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Transport and Public Works, Western Cape Government

REQUIREMENTS:
Grade 10 certificate or equivalent; A minimum of 6 years relevant experience; A valid code EC driving license with a professional drivers permit (PDP) is required. Recommendation: Relevant experience in operating a Forklift/ Overhead Cranes/Truck Mounted Cranes. Competencies: A good understanding of the following: Loading, offloading and transporting (normal and abnormal) of Road Construction Plant and Equipment such as Graders, Loaders, Rollers, Sweepers, Trucks, Vans, Busses; Written and verbal communication skills; Mechanical work to assist Artisans in the workshop; Draw up reports; Good interpersonal relations; Ability to work under pressure and meet deadlines; Good planning and problem solving skills.

DUTIES:
Responsible for the transporting, loading and securing the Road Construction Plant and Equipment in the correct way as prescribed, on the Trailer; Supervise Trade Worker Aid; Maintain occupational health and safety standards; Responsible to see that the services are done on time and check for leakages/ wear and tear; Testing of all Road Construction Plant on the test ground; Emergency assistants at all times (local and at the Field Offices).

ENQUIRIES:
Mr R Oliver at Tel No: (021) 959 7700

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