PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2020
DATE ISSUED 13 NOVEMBER 2020

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

4 SMS pre-entry certificate

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

AMENDMENT: Gauteng: Department of Education: Kindly note that the post were advertised in Public Service Vacancy Circular 25 dated 30 October 2020, Assistant Director: Acquisition Management (Request for Proposals) (X2 Posts) Ref No: HO2020/11/08 in the Procurement Directorate has been withdrawn.
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CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service calls on all independent suitably qualified and experienced professional to serve as members of the Audit and Risk Committee.

APPLICATIONS: Applications must be emailed timeously to recruitment@csp.gov.za or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception No late applications will be accepted

CLOSING DATE: 27 November 2020, NB: Please ensure that your application reaches this office before 17h00 on week-days.

NOTE: Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.

OTHER POST

POST 26/01: AUDIT AND RISK COMMITTEE MEMBER REF NO: CSP/18/2020

SALARY: Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification and knowledge of the Public Sector will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, General and working Knowledge of the Public Sector, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service.

DUTIES: The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit Committee Charter.

ENQUIRIES: Ms L Maisela Tel No: (012) 393 1916
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE: 04 December 2020

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z.83 form (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarify the levels and ranks pertaining to experience as compared to the Public Service, copies of ID, Grade 12 Certificate and other qualifications as well as SAQA verification report for foreign qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered.

It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. The below post is a senior management post. Candidates should therefore possess strong managerial and financial management skills. The requirements for appointment at Senior Management Service level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

POST 26/02 : CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT REF NO: 28651/01

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive remuneration package)
The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate and an undergraduate or equivalent qualification (NQF Level 7) as recognised by SAQA. 5 to 10 years relevant experience at senior management level. Additional requirements: A valid driver’s licence and extensive travelling.

DUTIES : The successful candidate will perform the following duties: Oversee the development of policy, including municipal infrastructure framework, coordination and reporting on Municipal Infrastructure Grant projects. Oversee the development of infrastructure master plans to guide long-term infrastructure delivery plans of municipalities. Provide a strategic guide for strengthening implementation and provision of basic municipal services and infrastructure in local Government. Oversee the development of alternative infrastructure financing models. Monitor and administer the MIG infrastructure expenditure.

ENQUIRIES : Mr T.B. Fosi Tel No: (012) 848 4655.

APPLICATIONS : Applications may be submitted electronically via email: cogta82@ursonline.co.za or via fax: 086 415 5709

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

NOTE : The following is required with regards to candidates: Applications must be submitted in writing and must at least contain the following: Detailed Curriculum Vitae, motivation for appointment, a certified copy of identity document and qualifications obtained, and verification of foreign qualifications by the South African Qualifications Authority (SAQA). Background verification, including criminal record and citizenship checks will form part of the selection process. Preference will be given to candidates whose appointment will enhance representivity. Correspondence will be limited to short-listed candidates only. No late applications will be accepted. Strict compliance with the application requirements and selection procedure will be adhered to.

OTHER POST

POST 26/03 : INVITATION TO SERVE ON AUDIT COMMITTEE REF NO: 28660/01

SALARY : Term of Office and Remuneration: Members will serve for a period of three years from the effective date of appointment. The compensation of members of the Audit Committee is determined at an hourly tariff based on SAICA/AGSA tariffs per annum.

CENTRE : Pretoria

REQUIREMENTS : Candidates must have a Bachelor’s Degree and a Post-Graduate Degree in Accounting, Auditing, Law or Engineering with diverse experience which include previous Audit Committee experience (mainly in Public Sector) and high level knowledge of Financial and Management Accounting, Internal Auditing, Governance and Risk Management and be a registered member of a professional body. Competencies: Diverse experience and high-level knowledge of the following: Financial Accounting, auditing, performance audits, law, engineering, disaster management, local government and traditional affairs. Skills: Good communication skills and analytical reasoning abilities.

DUTIES : The Audit Committee will fulfil its oversight responsibilities to ensure that the Departments and Agency maintain effective, efficient and transparent systems of governance and internal control. The Committee will play a meaningful advisory role as non-executive members to the Accounting Officers and the Executive Authority. The Audit Committee will carry out...
its responsibilities as legislated by the Public Finance Management Act, Treasury Regulations and operate in accordance with its charter. The Audit Committee will ensure compliance with legislation, compile reports and make recommendations to the Accounting Officers and the Executive Authority. It will review, amongst others: The effectiveness of the internal audit activity, including the audit plans, annual work programmes and provision of direction. The risk areas of the Departments and Agency’s operations is covered in the scope of internal and external audits. Internal control systems, including computerised information systems. The adequacy, reliability and accuracy of the financial reporting system, including financial systems. Reports of significant investigations and responses of Management to specific recommendations. The work of external auditors.

ENQUIRIES
APPLICATIONS: Mr Dumisani Ngutshana Tel No: (012) 334 0506
APPLICATIONS: Applications may be submitted electronically via email: cogta83@ursonline.co.za or via fax: 086 415 5709
FOR ATTENTION: URS Response Handling, Tel No: (012) 811 1900
NOTE: Other position In terms of Section 38 and Section 77 of the Public Finance Management Act (PFMA), the Department of Cooperative Governance (DCOG) and Municipal Infrastructure Support Agent (MISA) calls on all qualified and interested persons to serve as a member (two 2 vacancies) on the Audit Committee of DCOG and MISA.
DEPARTMENT OF DEFENCE

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

CLOSING DATE: 27 November 16:00

NOTE: Please ensure that you take note of the disclaimer under adverts pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Application with supporting documentation including a signed Z83 form should be emailed to the respective email address. Application sent to incorrect email address will regrettably not be considered. The advertisement(s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver’s license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 26/04: DEPUTY DIRECTOR CORPORATE PAYMENTS REF NO: CFO 20/3/1
Finance Management Division
Chief Directorate: Accounting
Sub-directorate: Corporate Payments

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 certificate plus a three year National Diploma/Bachelor’s degree in Financial Management/Management Accounting (NQF level 6/7). Extensive experience in Financial/Budget Management environment with five (5) years at an Assistant Director/Manager level. Knowledge: Proficient in financial regulatory frameworks in the Public/Private Sector (Public Finance Management Act, Treasury Regulations). Competencies: Understand and interpret financial prescripts of the Public/Private Sector. Computer literacy, client orientation, problem solving and good communication skills (both verbal and written). Good leadership skills. Accuracy and attention to detail. Interpersonal, initiative, analytical, reasoning.

DUTIES: Provide a corporate payments. Oversees execution of transfer payments, foreign payments, telegraphic transfer payments, Adhoc payments and studies at state expenses re-imbursements. Collection and summarising of information for financial statements. Obtain data from SITA. Preparation of individual reports per type of payments. Presentation of report to management. Submission of report to National Treasury. Attendance of monthly accounting meeting and attendance payments compliance forum. Representation of DSSRP at meeting on request. Provision of an Accounting and payments service to Defence Intelligence Division. Coordination and distribution of Audit queries received. Management of main ledgers. Management of resources within the corporate payments sub-directorate.

ENQUIRIES: Mr T.T. Nyuswa Tel No: (012) 392 2892/2890
APPLICATIONS: Application may be submitted electronically via email to: CareerManagement.FMD@dod.mil.za or Rendani.Makungo@dod.mil.za. Please use reference number not post number.
NOTE: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans females, Coloured females, Coloured males and People with disability.
CLOSING DATE: 27 November 2020
POST 26/05: DEPUTY DIRECTOR PERSONNEL PAYMENTS REF NO: CFO 20/3/2
Finance Management Division
Chief Directorate: Accounting
Sub-directorate: Personnel Payments
SALARY: R733 257 per annum (Level 11) (All inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 certificate plus a three year National Diploma/Bachelor`s degree in Financial Management/Management Accounting (NQF level 6/7). Extensive experience in Financial/Budget Management environment with five (5) years at an Assistant Director/Manager level. Knowledge: Proficient in financial regulatory frameworks in the Public Sector (Public Finance Management Act, Treasury Regulations). Competencies: Proficient in financial regulatory frameworks in the Public/Private Sector (Public Finance Management Act, Treasury Regulations). Competencies: Understand and interpret financial prescripts of the Public/Private Sector. Computer literacy, client orientation, problem solving and good communication skills (both verbal and written). Good leadership skills. Accuracy and attention to detail. Interpersonal, initiative, analytical, reasoning.
DUTIES: Represent Chief Financial Officer, Chief Director Accounting and Directorate Stores, Services and Related Payments. Attending meetings and work session on behalf of DSSRP. Ensure time frames within specific plan is adhered to. Make sure that policies are implemented and adhered to. Ensure the internal financial control measures are in place. Ensure smooth operation and prompt payments of salaries, wages and allowances. Attend HR forums to deal and address salary issues in the department. Handling of all audit queries in terms of salaries. Render
Foreign and Domestic S & T reconciliation service in Department of defence. Render Final Payments service in the department of defence. Render a payroll deduction in department of defence and responsible to amongst others, final payments reconciliation, tax, pension, wages, garnishee orders and personnel allowance administration. Ensure smooth operation of Electronic payments with regards of payroll deductions. Attend electronic payroll deductions to address issues in the environment. Handling and resolving of suppliers and members queries and complaints. Ensure timely implementation of deductions to recover state funds from members. Ensure timely allocation of revenue collected on behalf of the DOD.

ENQUIRIES: Mr T.T. Nyuswa Tel No: (012) 392 2892/2890
APPLICATON: Application may be submitted electronically via email to: CareerManagement.FMD@dod.mil.za or Rendani.Makungo@dod.mil.za Please use reference number not post number.

NOTE: Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans females, Coloured females, Coloured males and People with disability.

CLOSING DATE: 27 November 2020
It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE: 01 December 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 (Section A and B compulsory) 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 that the four posts of Deputy Director: Labour Activation Programmes (SR11) advertised on PSVC 24 of 2020 with a closing date of 02 November 2020 Provincial Offices: Limpopo Ref No: HR4/4/3/2/DDLAP/LP/UIF (1X Post), Northern Cape - Ref No: HR4/4/3/2/DDLAP/NC/UIF (X1 Post), Kwa-Zulu Natal-Ref No: HR4/4/3/2/DDLAP/KZN/UIF (X1 Post), Free State (HR4/4/3/2/DDLAP/FS/UIF (X1 post) the posts have been withdrawn. The Sorry for inconvenience. Enquiries: Mr Phillip Maponyane Tel No: (012) 337 1667
POST 26/06 : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/1/149

SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: East London

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs in the Province. Manage the administration of service benefits and leave of staff in the Province.

ENQUIRIES : Ms NP Douw-Jack Tel No: (043) 701 3128
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za

POST 26/07 : DEPUTY DIRECTOR: FINANCE AND OFFICE SERVICES REF NO: HR4/4/7/81

SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: Mpumalanga

DUTIES : Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Manage the Administration of BAS and payments in the Province. Manage the IT and
Office support services in the Province. Manage the Fleet Management Services in the Province.

ENQUIRIES : Ms M Mazibuko Tel No: (013) 655 8701
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MF@labour.gov.za
POST 26/08 : PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/10/28

SALARY : R470 040 per annum
CENTRE : Provincial Office: Mmabatho
DUTIES : Provide inputs into the development of Electrical Engineering Polices and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS Act. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr S Mogakane Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za
POST 26/09 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/5/73

SALARY : R376 596 per annum
CENTRE : Provincial Office: Kwazulu-Natal
DUTIES : Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES : Mr WS Mpanza Tel No: (031) 366 2186
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. Email: Jobs-KZN@labour.gov.za
POST 26/10 : WORKSHOP TEAM LEADER REF NO: HR4/20/11/04

SALARY : R376 596 per annum
CENTRE:
SEE: Springfield (Johannesburg)

REQUIREMENTS:
Qualification in one of the following: Occupational Certificate: Carpenter/ Furniture Upholstery (NQF Level 04) / Occupational Certificate: Welder (NQF Level 04) / Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06): National Diploma: Clothing. Three (3) years’ functional experience in wood or steel or textile environment. Valid drivers licence will be an added advantage.

DUTIES:
Control all workshop technical aspects within the Factory. Manage workshop planning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.

ENQUIRIES:
Ms Lerato Matshaka Tel No: (012) 843 7409

APPLICATIONS:
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION:
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za

POST 26/11:
SENIOR STATE ACCOUNTANT FINANCE REF NO: HR 4/4/6/02

SALARY:
R316 791 per annum

CENTRE:
Provincial Office: Limpopo

REQUIREMENTS:
Three (3) year tertiary or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental policies and procedures, Conflict resolution. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES:
Authorize all financial transactions for the whole province on financial transversal system [e.g. BAS, LOGIS, PERSAL and safety-net]. Verify information to ensure proper financial documents management. Monitor budget processes for the province. Proper control of petty cash. Clear suspense accounts and unallocated accounts before month-end closure.

ENQUIRIES:
Ms TE Maluleke Tel No: (015) 290 1662

APPLICATIONS:
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za

POST 26/12:
SENIOR PRACTITIONER: EMPLOYMENT EQUITY REF NO: HR4/20/11/01HO

SALARY:
R316 791 per annum

CENTRE:
Head Office, Pretoria

REQUIREMENTS:

DUTIES:
Provide technical support on policy matters required by the Sub – Directorate and the Commission for Employment Equity (CEE). Provide support in the development of work plans and budgets in the Sub – Directorate and THE Commission of Employment Equity. Provide
administrative support services to the Sub – Directorate and the Commission of Employment Equity. Provide logistical support services to the Sub – Directorate and the Commission for Employment Equity.

**ENQUIRIES**: Mr N Singh Tel No: (012) 309 4326

**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
ANNEXURE E

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

APPLICATIONS

Pretoria must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Human Resources Management, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

Cape Town, Bloemfontein, North West, applications must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town.

Eastern Cape (Bhisho Building) must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Integrated Human Resources Management, Private Bag X7410, King Williams Town, 5605 or hand deliver at to Corner Independence and Circular Drive, Bhisho Building, 3rd Floor

KwaZulu-Natal must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Integrated Human Resources Management, Private Bag x 9029, Pietermaritzburg 3201 or hand deliver at to 185 Langalibalele Street, Old Mutual Building ,Pietermaritzburg 3201

CLOSING DATE

07 December 2020

NOTE

Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver’s License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department’s convenience.

Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/

The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
MANAGEMENT ECHELON

POST 26/13 : DEPUTY DIRECTOR-GENERAL: FISHERIES MANAGEMENT REF NO: FM01/2020

SALARY : R1 521 591 per annum. (An all-inclusive annual remuneration package)

The remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual’s personal needs.

CENTRE REQUIREMENTS : Cape Town

REQUIREMENTS : An undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. Applicants must have 8-10 years’ experience at senior management level. Knowledge of the Marine Living Resources Act. Knowledge and understanding of the fishing industry, aquaculture and marine living resource management. Knowledge and understanding of international laws, agreements and commitments and their impact on fisheries will be an added advantage. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Provide strategic and policy leadership with regards to the development of the aquaculture industry, to enhance economic opportunities and growth, and sustainable resource management. Guide and promote ongoing research into fisheries-related resources and ecosystems, to enable resource protection, management and development. Ensure strategic and operational management of South Africa’s marine living resources, through sound allocation, permitting, and management of resources. Ensure monitoring, control and surveillance of living marine resources. Coordinate the Department’s participation in national, regional and international structures for the purpose of promoting and managing aquaculture and sustainable marine resources management, and ensuring sector transformation. Provide strategic direction and guidance with regards to the management of resources within the Branch.

ENQUIRIES : Mr G Ntshane Tel No: (012) 3998628

NOTE : Candidates who responded to the initial advertisement need not re-apply as their applications will be re-considered.

POST 26/14 : DIRECTOR: RISK AND ETHICS MANAGEMENT REF NO: ODG05/2020

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

CENTRE REQUIREMENTS : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor’s degree in risk management, auditing, strategic management, public administration or equivalent qualification within the related field. (NQF Level 7). Affiliation with relevant professional bodies (IRMSA, IIA, Ethics). Certification as a Fraud Examiner or Ethics Officer will be an advantage. Minimum of 5 years’ experience at a middle/senior managerial level. Proven extensive work experience in the fields of risk management, forensics, auditing and/or ethics management. Extensive knowledge of Public Finance Management Act, Treasury Regulations, Public Service Regulatory Framework, Public Sector Risk Management Framework, Prevention and Combating of Corrupt Activities Act, Public Service Anti-Corruption Strategy. Proven strategic management and leadership capabilities. Be well conversant with detection and investigation of fraud and corruption or integrity and ethics management. Experience and skills in development and implementation of policies, systems and procedures, excellent communication (both verbal and report writing), problem solving,
research, analytical and presentation skills Ability to apply policies, gather and analyse information, and work under pressure for extended periods of time.

**DUTIES**

The successful candidate will be responsible for providing overall management and leadership to the Directorate: Risk and Ethics Management and perform the following key functions: Develop, implement and maintain an enterprise risk management framework and supporting policies and procedures; Coordinate a risk management activities in the Department; Facilitate risk identification, assessment; and analysis; Facilitate the development and maintenance of a risk register; Monitor implementation of the risk register; Provide continuous advice and support to line managers on risk and ethics management matters; Effectively and efficiently manage ethics and fraud within the Department; Development of fraud and ethics management frameworks; Conduct investigations into allegations of unethical conduct, fraud and corruption; Provide reports to Management and the Audit and Risk Committee; Manage human and financial resources within the Directorate.

**ENQUIRIES**

Ms H Schoeman Tel No: (012) 399 9890

**OTHER POSTS**

**POST 26/15**

**DEPUTY DIRECTOR: VELDFIRES**

**REF NO:** FOM03/2020

**SALARY**

R869 007 per annum (All inclusive package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An applicant must be in possession of a Bachelor’s degree in Forestry, Natural Resources Management, Environmental Sciences or Disaster Management plus appropriate management experience and should have been involved in policy development. A working knowledge of the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA), National Forests Act, 1998 (Act 84 of 1988) (NFA), Disaster Management Act, 1998 (Act 57 of 2002) (DMA) and other related legislation. Sound understanding of environmental and/or disaster management legislation, the Public Financial Management Systems as prescribed by the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations and other related legislation and policies. Good communication (verbal and written) and interpersonal skills. Computer literacy. Ability to work effectively with stakeholders across all levels within and outside the department. The ability to accept responsibility and management of human financial resources and State assets. Ability to work under pressure and extended working hours.

**DUTIES**

Administer the National Veld and Forest Fire Act, 1998 (Act 101 of 1998). Manage the development, implementation and amendment of the NVFFA and relevant policy instruments, including the development of regulations, guidelines and strategies. Manage veld fire risk profile, compliance promotion and enforcement of the NVFFA. Manage veld fire capacity building, fire awareness and advisory support within and outside the Department. Ensure effective communication with stakeholders in veld fire management. Provide support to international co-operations, forestry regions and other role-players in integrated fire management. Manage the assignment of powers, duties and functions to Provinces and other organs of State to promote co-operative governance. Manage the resources of the Sub-directorate (physical, human and financial).

**ENQUIRIES**

Mr AR Madula Tel No: (012) 309 5709

**POST 26/16**

**DEPUTY DIRECTOR: DEMAND MANAGEMENT**

**REF NO:** CFO09/2020

**SALARY**

R733 257 per annum (all-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognized Bachelor’s Degree or National Diploma in Logistics Management/ Supply Chain Management or equivalent relevant plus 3-5 years relevant working experience. Knowledge of demand and acquisition
management, procurement and business practices. Ability to establish and manage asset management system and controls. Knowledge of strategic planning and budgeting. Ability to control and manage the acquisition of services and assets of the Department, Ability to develop, interpret and apply policies, strategies and legislation, Advance skills in financial management and project management, Knowledge and understanding of PFMA and other Public service financial legislative frameworks, analytical and numerical skills; good report writing skills, interpersonal and problem solving skills.

**DUTIES**

The successful candidate will perform the following duties: Develop and implement demand management frameworks and strategies; ensure the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Ensure a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury. Manage the implementation of Central Supplier Database; Facilitation of Bid Specification Committee meetings; Review and manage policies, instruction notes and supply chain performance; Monitor, analyse and implement SCM policies and National Treasury instruction notes. Review and implement sourcing strategy. Ensure sound governance and improved compliance with Supply Chain Management reporting requirement.

**ENQUIRIES**

Ms L Nesane Tel No: (012) 399 9045

**POST 26/17**

**DEPUTY DIRECTOR: INDIGENOUS FOREST MANAGEMENT REF NO: FOM01/2020**

**SALARY**

R733 257 per annum (All-inclusive package)

**CENTRE**

Makhado

**REQUIREMENTS**

Applicants must be in possession of a National Diploma or Bachelor Degree Forestry/Environmental Science/Management or equivalent qualification within related field with and 3-5 years relevant experience in related field. Extensive knowledge in commercial forestry The ability to interpret and apply related legislation and policies, including National Forestry Act, National Veld and Forest Fire Act, NEMA, NEMBA, Public Service Act, PFMA and Labour Relations Act. Knowledge of project management. Skills: Planning and Organising skills, Policy development and analysis, Leadership skills, Facilitation and Negotiation skills, excellent communication (verbal, presentation and report writing), problem solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver's license and willing to travel.

**DUTIES**

The incumbent will be responsible for the management and development of policies, norms, standards, tools, and procedures for sustainable management of indigenous forests and woodlands. Develop and provide forest management guidelines, norms, best practice and assistance to the WIFM Limpopo and Mpumalanga region. Develop and review minimum criteria, indicators, and standards for sustainable management of indigenous forests and woodlands; Guide, inform and support monitoring and assessment of the performance of the regions against criteria, indicators and standard. Provide inputs into the development of national and regional strategies and programmes for sustainable management of woodlands and indigenous forests; Participate and submit technical inputs to national legislation/policies relevant to the Directorate; Disseminate technical and policy changes to relevant stakeholders (internal and external); Monitor the implementation of policies, strategies and programmes by the regions (WIFM); Interpret/ advise stakeholders (internal and external) on policies. Manage conservation planning and compliance with national and international biodiversity Management frameworks. Identify priority forests for protection and rehabilitation; Determine relative conservation and socio-economic values of forest patches as well as threats; Assist with the development, maintenance and
implementation of Regional Forest Management plans and other subordinate plans such as Forest Estate Operational plans, which include forest rehabilitation, environmental rehabilitation, species conservation, sustainable harvesting management, waste management, fire management and protection, infrastructure management, cultural site management, etc). Develop and monitor implementation of rehabilitation programs for degraded natural forests and woodlands. Promote the expansion of new woodland coverage, and where possible, the restoration of ancient woodland. Provide technical inputs towards the development of South Africa’s position papers for United Nations Convention on Biological Diversity. Ensure Ecological forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Compile and submit PCI&S audits reports, and ensure implementation of corrective actions. Contribute towards national monitoring framework and goal setting: Development of methodologies and programming; Carry out representative field sampling in selected sites; Set up a monitoring system, including registering the permanently established sample sites for periodic data collection; Update baseline information and assess change; Capture and analyze data, compile reports, and ensure development of geo-database; Identify forest research needs (at Forest Management Unit level) and commission research. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial): Ensure that site inspection is conducted. Analyze the impact of the environmental assessments. Make recommendations. Ensure proper utilization of the by monitoring & reporting expenditure. Monitor and ensure performance utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Manage discipline.

ENQUIRIES : Dr. T.V Ramatshimbila Tel No: (012) 309 5716

POST 26/18 : DEPUTY DIRECTOR: NATIONAL FORESTRY ADVISORY COUNCIL
SUPPORT REF NO: FOM02/2020

SALARY : R733 257 per annum (All inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a national diploma/degree in forestry, economics, natural resources management, environmental management/science, development studies and/or policy studies. A postgraduate qualification will serve as an advantage. At least 5 years’ experience in policy and strategy development/formulation and legislation. Sound understanding of the National Forests Act, 1998 (Act No 84 of 1998) and National Veld and Forest Fires Act, 1998 (Act No 101 of 1998). Understanding of the Public Management Act (PFMA) and Treasury Regulations. Skills: Planning and Organising skills, Policy development and analysis, Leadership skills, Facilitation and Negotiation skills, excellent communication (verbal, presentation and report writing), problem solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver’s license and willing to travel.

DUTIES : Manage, facilitate and provide technical advice to the National Forest Advisory Council (NFAC). Develop a cooperative governance framework within the national and international forest sector. Plan, facilitate and coordinate stakeholder participation in policy development process in line with the NFAC work programme. Manage financial administration services of the NFAC and the National Forest Recreation and Access Trust. Staff supervision & Provide administrative support services to the council.

ENQUIRIES : Mr AR Madula Tel No (012) 309 5709

POST 26/19 : CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY ECONOMY REF NO: BC06/2020

SALARY : R495 219 per annum (Total salary package of R676 744 per annum)
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognized four (4) year degree in Natural or Environmental Sciences or equivalent relevant qualification plus 6 years post qualification experience in related field. Knowledge of the Biodiversity Economy and sustainable development issues (globally, regionally and locally). Understanding of the Nagoya Protocol on Access and benefit-sharing arising from the utilisation of biological resources. Knowledge of intergovernmental institutional arrangements for biodiversity and sustainable development functions. Knowledge of sustainable utilisation of biodiversity and natural resource management. Knowledge of the natural resource use value-chains and valorisation through various government programmes to address national imperatives. Knowledge of the PFMA and related Supply Chain Management processes. Ability to conduct research, gather and analyse information. Good Data collection and analysis skills; Coordination skills;Organisational and planning. Good Communication skills (written and spoken). Programme and Project Management; Listening skills; Writing skills; Analytical skills; Decision-making skills; Report writing skills; Organisational skills; Computer Literacy. The incumbent must possess the following skills: Data collection and analysis; Coordination skills; Organisational and planning skills; Communication skills (written and spoken); Programme and Project Management; Listening skills; Analytical skills; Decision-making skills; Report writing skills; Proven leadership skills; and Computer Literacy. The incumbent must have the following abilities: Innovative and proactive; Ability to work long hours voluntarily. Ability to gather and analyse information; Ability to think analytically and application of problem solving skills; Proven leadership skills. Ability to develop and apply policies; Ability to work independently and in a team; Ability to lead multidisciplinary team; Good interpersonal relations skills; Ability to work under extreme pressure. Conflict management and resolution; Ability to organise and plan under pressure; Ability to collect and interpret information and reports; Interpersonal relations.

DUTIES: Ensure promotion of improved Access, Fair and Equitable Sharing of Benefits arising from biological resources and their associated traditional knowledge promoted. Provide technical support in the coordination of the contribution of the biodiversity sector to the green economy activities. Provide technical support in the cooperation and liaison with other departments and stakeholders on all matters relating to pro-poor pro-biodiversity activities, programmes and projects. Provide technical support in the development and implementation of mechanisms to promote the biodiversity economy and the sectors contributions to the Green Economy, including transformation.

ENQUIRIES: Ms. N Feltman Tel No: (012) 399 – 8917

POST 26/20: CONTROL BIODIVERSITY OFFICER GRADE A: SAVANNA-GRASSLAND CLUSTER TFCAS REF NO: BC07/2020

SALARY: R495 219 per annum (Total salary package of R676744 per annum)

CENTRE: Pretoria
REQUIREMENTS: An appropriate recognized four (4) year degree in Natural or Environmental Sciences or equivalent relevant qualifications plus 6 years post qualification experience in related field. Knowledge of the Biodiversity Economy and sustainable development issues (globally, regionally and locally). Understanding of the SADC Protocol on Wildlife Conservation and Law Enforcement. Knowledge of intergovernmental institutional arrangements for biodiversity and sustainable development functions. Knowledge of sustainable utilisation of biodiversity and natural resource management. Knowledge of the natural resource use value-chains through various government programmes to address national imperatives. Knowledge of the PFMA and related Supply Chain Management processes. The incumbent must possess the following skills: Data collection and analysis; Coordination skills;Organisational and planning skills; Communication skills (written and spoken); Programme and Project Management; Listening skills; Analytical skills; Decision-making skills; Report writing skills; Proven leadership skills; and Computer Literacy. The incumbent must have the following abilities: Innovative and proactive; Ability to work long hours and travel; Ability to gather and
analyse information; Ability to think analytically and application of problem solving skills; Ability to develop and apply policies; Ability to work independently and in a team; Ability to lead a multidisciplinary team; Ability to work under pressure; Conflict management and resolution; Ability to organise and plan; Ability to collect and interpret information and reports; Interpersonal relations skills; Initiative, responsibility and loyalty.

**DUTIES**
Represent the department in the relevant governance structures of TFCAs and provide policy guidance and implementation direction. Ensure that Integrated/Joint Planning takes place and production of annual action plans for the TFCAs. Support Integrated Regional Development through Cross Border Interventions. Support implementing agencies in Integrated Management by implementing joint action plans. Undertake Monitoring, Evaluation and Review of current and future projects within TFCAs.

**ENQUIRIES**
Ms. A Seepersadh Tel No: (012) 399 – 9529

**POST 26/21**
**ASSISTANT DIRECTOR: COMMERCIAL FORESTRY (X2 POSTS)**

**SALARY**
R470 040 per annum (Total salary package of R646 193 per annum/conditions apply)

**CENTRE**
Kei Area Ref No: FOM/04/2020 (X1 Post)
Matiwane (Eastern Cape) Ref No: FOM05/2020 (X1 Post)

**REQUIREMENTS**
Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry/Environmental Science or equivalent qualification within related field with 3 – 5 years’ experience in Commercial Forestry. Knowledge of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and forest Fire Act, 1998 (Act 101 of 1998). Knowledge and understanding of ecological processes specifically related to Forestry. Knowledge of environmental legislations and its practical application.

**DUTIES**
The incumbent will be responsible to develop and facilitate the implementation for growth strategy. Gather and analyse information. Provide necessary information that will facilitate decision making by management. Coordinate and facilitate the establishment of liaison forums. Liaise with stakeholders on issues affecting the sector. Provide secretariat support, coordinate post settlement matters. Gather/collect information, ensure that all inputs are included in post settlement. Provide administration support services, organize and co-ordinate stakeholder participation, implement business plan for awareness campaign.

**ENQUIRIES**
Mr T.N Ngamile Tel No: (040) 940 4707 cell no: 082 802 6574

**POST 26/22**
**ASSISTANT DIRECTOR: FORESTRY REGULATION AND SUPPORT REF NO: FOM06/2020**

**SALARY**
R470 040 per annum (Total salary package of R646 193 per annum/conditions apply)

**CENTRE**
Bhisho

**REQUIREMENTS**
Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry or equivalent qualification within the related field with 3-5 years’ experience in Environmental Management/Science. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998), as well as land reform policies project and programme management. The preferred candidate must have good communication / interpersonal skills, excellent writing skills, presentation skills, negotiation and conflict resolution skills, analytical approach skill, leadership and management skills. Knowledge of Government Policies such as PFMA, etc. Monitoring and research skills. Geographic and Information System skills and knowledge. Must have valid driver's license and be willing to travel.
DUTIES: The incumbent will be responsible to implement the National Forest Act (NFA), by administration of licenses for all forms of forest resources and protected trees. Awareness raising and capacity building, Monitor compliance and ensure enforcement of the NFA. Provide technical inputs to Environmental Impact Assessments for development affecting natural forests and protected trees. The incumbent will also be responsible for implementing the National Veld and Forest Fires Act (NVFFA) by facilitating the establishment or amalgamation of Fire Protection Associations (FPA) and providing support towards their well-being, awareness raising, compliance and enforcement of NVFFA. The incumbent will also render administration support services such as organising and co-ordinating stakeholder participation; implement business plans for awareness campaigns as well as rendering general administration and management including staff supervision.

ENQUIRIES: Ms N Mbananga Tel No: (040) 940 4706 Cell no: 066 375 0106

POST 26/23: GISC TECHNICIAN CONTROL GRADE A REF NO: FOM25/2020

SALARY: R446 202 per annum (Total salary package of R617 270 per annum)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Bachelors degree/National Diploma in Geography/Environmental Sciences / Cartography / GISc with GIS or Information Management as a major subject (you are required to furnish a credit certificate and/or statement of results). Compulsory registration with the South African Geomatics Council as a GIS Technician (proof must be submitted) and advanced computer literacy, including knowledge of different GIS software applications. 6 years post qualification GISc technician experience or data management and natural forest resource management planning and implementation. Innovative, problem-solving and analysis, interpersonal and conflict management skills. Must have a valid driver’s license and must be willing to travel.

DUTIES: Manage the GIS section of the Directorate: Forestry Regulation and Oversight. Provide geographical support service for data collection and map production for forest resources. Manage, maintain and monitor the spatial and non-spatial database for forestry. Manage forestry information including the design and development of geo-database for forestry inventories and forest monitoring system. Provide data collection standards and procedure for veld and forest fire risk mapping. Manage forest land use and forest land cover mapping using latest classification system. Prepare specification for acquisition of spatial data. Research and advise on new spatial technologies to improve forest mapping. Provide digital data and mapping and customise to meet clients’ needs accordingly. Provide administrative and management support to GIS staff. Consult with clients/data custodians inside and outside of the Department of Environment, Forestry and Fisheries. Manage the operations of GIS equipment, software and Information Technology support. Render general administration.

ENQUIRIES: Mr AR Madula Tel No: (012) 309 5709
Mr JB Bester Tel No: (012) 309 5767

POST 26/24: ASSISTANT DIRECTOR: FORESTRY LAND MANAGEMENT (X2 POSTS)

SALARY: R376 596 per annum (Total salary package of R532 814 per annum/conditions apply)

CENTRE: Pietermaritzburg Ref No: FOM072020 (X1 Post)
Western Cape (Knsyna) Ref No: FOM08/2020 (X1 Post)

REQUIREMENTS: An appropriate Degree/National Diploma in Forestry Management or equivalent qualifications and 3-5 years relevant experience in related field. Extensive knowledge of Land administration or Land reform administration, planning or research in commercial forestry. Knowledge of forestry sector and community dynamics. Sound knowledge of the RSA
cadastral and deeds systems. Administration and interpretation of the legal provisions of lease agreement and the applicable laws. The ability to interpret and apply related legislation and policies, including National Forests Act, National Veld and Forest Fire Act, NEMA, NEMBA, Public Service Act, PFMA, Land Reform Policy, Restitution Act, Extension of Security of tenure Act. Knowledge of project management. Skills: Planning and Organising skills, Policy development and analysis, Leadership skills, Facilitation and Negotiation skills, excellent communication (verbal, presentation and report writing), problem solving skills and computer skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver’s license (Code B).

**DUTIES**: Provide administration support in the monitoring of leased plantation areas. Conduct field assessments. Ensure compliance with forest best practices. Produce periodic compliance reports. Monitor the way in which resources are manage and utilised. Implement terms and conditions for lease agreement. Investigate the land reform issues affecting state forest land. Mediate disputes between tenants and tenure reform beneficiaries. Ensure compliance with land tenure policies. Work along with community liaison structures. Liaison with Land Reform Department / keep abreast of land policy development. Ensure fire protection breaks with communities. Ensure that tenants are putting in the fire protection plan and taking out fire insurance. Ensure that tenants comply with relevant lease. Ensure sound fire protection strategies and plans are in place and in line with existing legislation. Ensure compliance with NFA/ Lease on access / Access maps and rules. Ensure that rules and conditions consider the interest of both the tenant and the public. Ensure that rules and conditions contribute to reduction of public risks. Assist in the Transfer process or lease state assets to appropriate agencies or government departments. Maintain an asset register.

**ENQUIRIES**: Mr WM Rozani Tel No: (033) 3927700 Mr C Ndou Tel No: (012)309 5708/7/0760191221

**NOTE**: Interested candidates are requested to submit separate applications for each advert indicating the correct Reference number.

**POST 26/25**: ASSISTANT DIRECTOR: PLANNING REF NO: FOM09/2020

**SALARY**: R376 596 per annum (Total salary package of R532 814 per annum/conditions apply

**CENTRE**: Pietermaritzburg

**REQUIREMENTS**: Applicants must be in possession of National Diploma or Bachelor degree in Environmental Science or equivalent qualification within related field with 3-5 years’ experience in forestry planning. Extensive knowledge in commercial forestry The ability to interpret and apply related legislation and policies, including National Forestry Act, National Veld and Forest Fire Act, NEMA, NEMBA, Public Service Act, PFMA and Labour Relations Act. Knowledge of project management. Skills: Planning and Organising skills, Policy development and analysis, Leadership skills, Facilitation and Negotiation skills, excellent communication (verbal, presentation and report writing), problem solving skills and computer skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver’s license and be willing to travel.

**DUTIES**: The incumbent will be responsible for facilitating commercial forestry planning in the region. Develop the annual plan and the field work to carry out. Conduct growing stock inventories on systematic basis. Develop the harvesting schedule for the timber sales. Facilitate the sales on non-timer forestry product. Conduct stock enumeration and process data. Evaluate the fire dame in the plantation. Compile compartment lists to be enumerated. Compile felling, thinning, pruning and plantation schedules. Administer plantation activities in the region. Report on forestry activities. Provide inputs on management of forestry and timber sales in the region. Provide support on the development of the strategic plan of the estate.
Maintenance of regional commercial forestry database. Receive and analyse the permit requests. Assess the availability of request. Recommend the issuing of permits. Monitor and evaluate the compliance of the permit holder. Provide administration support service. Organise and co-ordinate stakeholders participation. Implement business plan for awareness campaign.

ENQUIRIES : Ms E Diphare, Tel No: (033) 3927700

POST 26/26 : ESTATE MANAGER (X5 POSTS)

SALARY : R376 596 per annum (Total salary package of R532 814 per annum/conditions apply)

CENTRE : Kei Area Ref No: FOM14/2020 (X2 Posts)
East Griqualand Ref No: FOM15/2020 (X1 Post)
Matiwane Ref No: FOM16/2020 (X1 Post)
Mpumalanga Ref No: FOM17/2020 (X1 Post)

REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry or equivalent qualification within related field with 3-5 years’ experience in commercial forestry. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998. Understanding of policy and legislation framework, sectorial legislator framework of forestry and labour in South Africa. Best Management Practices for Forestry. Environmental Management Systems. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver’s licence and must be willing to travel.

DUTIES : The incumbent will be responsible for the management of commercial activities in an estate, implement short and long term plans for management of estates and forest resources, monitor and evaluate the compliance and services rendered by service providers, develop and manage the implementation of annual plan of operations (APOs), business plans and fire protection plans, review annual operational plans and ensure the implementation thereof. Manage forest protection activities, develop forest fire suppression strategies and fire management plans to prevent and combat veld and forest fires, ensure the implementation, enforcement and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA). Liaison with stakeholders, provide technical advice to stakeholders. Manage environmental protection activities, manage stream flow reduction activities under water act, Staff Management, mentoring and coaching, training and development of staff.

ENQUIRIES : Mr T.N Ngamile Tel No: (040) 940 4707 cell no: 082 802 6574 (Eastern Cape)
Mr Tshivhase Tel No: 70761185270 (Mpumalanga)

NOTE : Interested candidates are requested to submit separate applications for each advert indicating the correct Reference number

POST 26/27 : TRAINING ADVISOR INTEGRATED HUMAN RESOURCE MANAGEMENT REF NO: FIM14/2020

SALARY : R316 791 per annum (Total package of R460 251 per annum/conditions apply)

CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of a National Diploma Diploma in Human Resources Management or Human Resources Development or equivalent qualification within related field plus minimum of 2 years’ experience in the skills development environment and facilitation of the Compulsory Induction Programme (CIP) (proof must be attached). Knowledge of relevant legislation and prescripts. An understanding of the
Public Service Regulations. Computer literacy in MS Office software. Good presentation and interpersonal skills. The ability to work independently and under pressure. Good communication skills (verbal and written). Good planning and organising skills. A valid driver's licence (minimum Code 08) and willingness to travel.

**DUTIES**

The incumbent will be responsible for implementing Assist in development, implementation and administration of the Workplace Skills Plan. Conduct training needs analysis. Assist in coordination and administration of in-house training courses, seminars, workshops and conferences, Internships, Bursaries and internal mentorship programmes. Provide advice based on all training legislation and DEFF training policies. Assist with the creation and maintenance of the training database. Collect all course assignments or portfolios. Liaise with service providers and training beneficiaries regarding training logistics or other matters. Liaise with the relevant Sector Education and Training Authority (SETAs). Assist in day-to-day monitoring of courses or programmes. Draft the quarterly and annual training reports. Take minutes at the meeting held with stakeholders. Assist in establishing and monitoring AET programmes. Coordinate Leadership Programmes. Coordinate Management Development Programmes. Facilitate Induction and Orientation Programme. Evaluate the impact of training conducted. Coordinate and facilitate CIP. Assess CIP and POEs.

**ENQUIRIES**

Mr M. Beta Tel No: (021) 402-3368

**POST 26/28**

**SENIOR FORESTRY DEVELOPMENT OFFICER (X6 POSTS)**

**SALARY**

R316 791 per annum. (Total package of R460 251 per annum/ conditions apply)

**CENTRE**

Mthatha Ref No: FOM10/2020 (X1 Post)
Bhisho Ref No: FOM11/2020 (X1 Post)
Pietermaritzburg Ref No: FOM12/2020 (X1 Post)
North West Ref no: FOM13/2020 (X1 Post)

**REQUIREMENTS**

Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry or equivalent qualification within related field with 1-2 years’ experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver’s licence and must be willing to travel.

**DUTIES**

The incumbent will be responsible for implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on importance greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisations (NGO’s) and private individuals and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP’s. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic/Annual Business Planning processes and Forestry Policies. Provide general administration support services.

**ENQUIRIES**

Mr D Mtati Tel No: (040) 940 4704 Cell No: 060 973 8114 (Eastern Cape)
Mr. S. Masuku Tel No: (033) (KZN)
NOTE: Interested candidates are requested to submit separate applications for each advert indicating the correct Reference number.

POST 26/29: SENIOR FORESTER (X4 POSTS)

SALARY: R316 791 per annum (Total salary package of R460 251 per annum/conditions apply)

CENTRE: Katberg Plantation Eastern Cape Ref No: FOM18/2020 (X2 Posts)
KZN (Qhudeni Plantation) Ref No: FOM19/2020 (X1 Post)
Limpopo (Voorspoed) Ref No: FOM20/2020 (X1 Post)
Free State Ref No: FOM21/2020 (X1 Post)

REQUIREMENTS: Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry or equivalent qualification within related field with 2 or 3 years’ experience in forestry environment, institution building and other related interests. Experience in the management of commercial forestry plantation. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998). Good communication, negotiation and team building leadership skills. Ability to use own initiative. Understanding of Department of Agriculture, Forestry and Fisheries’ Policies. Understanding of Sustainable Forest Management and Management Practices for plantations. Must be computer literate and have valid driver’s license be willing to travel.

DUTIES: The incumbent will be responsible for overseeing and rendering commercial activities in the plantations, implement operational plans for the plantations, Quality assure the work rendered by the service providers. Render forestry protection activities. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Act (NFA) and National Veld Forest Fire Act (NVFFA). Liaison with the stakeholders, provide technical advice to stakeholders, Render environmental protection activities. Manage stream flow reduction activities under water act, Plan and implement pest/disease control initiatives. Provide administration support services.

ENQUIRIES: Mr T.N Ngamile Tel No: (040) 940 4707 Cell No: 082 802 6574 (Eastern Cape)
Ms Diphare Tel No: (033) 3927700 (KZN)
Mr K.N Nemuku Tel No: (015) 519 3310 Cell No: 079-569-3315 (Limpopo)
Mr C Ndou Tel No: (012)309 5708/7/0760191221 (Free State)

NOTE: Interested candidates are requested to submit separate applications for each advert indicating the correct Reference number.

POST 26/30: SENIOR FORESTRY REGULATIONS OFFICER (X3 POSTS)

SALARY: R316 791 per annum (Total salary package of R460 251 per annum/conditions apply)

CENTRE: Mthatha Ref No: FOM22/2020 (X1 Post)
Pietermaritzburg Ref No: FOM23/2020 (X1 Post)
Limpopo (Polokwane) REF NO: FOM24/2020 (X1 Post)

REQUIREMENTS: Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry or relevant equivalent qualification within related field, with 1-2 years relevant experience in forestry. Knowledge of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation, excellent verbal and written communication, analytical and problem solving, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software, a valid driver’s license and must willing to travel.

DUTIES: The incumbent will be responsible for the implementation of the National Forest Act (NFA), by administration of licenses for all forms of forest
resources and protected trees. Monitor compliance and ensure enforcement of Acts. Implement activities to ensure concurrence management. Evaluation of Environmental Impact Assessments (EIA). The incumbent will also be responsible for implementing the National Veld and Forest Fires Act (NVFFA). This will be done by establishing the Fire Protection Association (FPA’s), promotion of the wellbeing of the FPA’s, implementation of intergraded veld fire management plan, implementation of NVFIS. The incumbent will also render administration support services such as organising and co-ordinating stakeholder participation as well as rendering general administration.

ENQUIRIES
Ms N Mbananga Tel No: 040 940 4706 Cell no: 066 375 0106 (Eastern Cape)
Mr WM Rozani Tel No: (033) 3927700 (KZN)
Ms. NA Mudau Tel No: (015) 287 9964 Cell no, 066 566 0640 (Polokwane)

NOTE: Interested candidates are requested to submit separate applications for each advert indicating the correct Reference number

POST 26/31
ADMINISTRATIVE OFFICER REF NO: FOM26/2020

SALARY: R257 508 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Grade 12 (Matric) Certificate or a tertiary qualification. Experience in an administration environment. Knowledge of meeting procedures, minutes taking and telephone etiquette. Good communication (written and verbal) skills as well as good interpersonal relations. Computer skills (MS Office software).
DUTIES: The incumbents will be responsible to provide management and support services to the directorate. Administering the directorate’s budget. Assist with the compilation of the budget, Monitor and control the budget. Consolidate all the expenditure, compile expenditure reports, Administer S&T claims and other related expenditure. Coordinate, oversee and or administer human resources administration and development support services. Ensure that all HR matters are attended to e.g. leave register, advertising of posts, performance management, etc. Coordinate training and development including bursaries, assist with personnel administration, procurement of goods and service and asset management, order supplies (goods and services). Manage the stock register for the office. Liaise with different suppliers for obtaining quotations. Manage asset register and inventory. Oversee and or provide general office support services. Provide a secretarial service, arrange meetings, venues, accommodation and travel arrangements. Draft submission and memorandums. Coordinate and follow up reports. Record keeping and documents management.
ENQUIRIES: Mr AR Madula Tel No (012) 309 5709

POST 26/32
GROUNDSMAN II

SALARY: R102 534 per annum
CENTRE: Northern Cape
REQUIREMENTS: Applicants must be in possession of an ABET qualification, no experience required. Knowledge of operating elementary machines and equipment. Sound organising and planning skills, good communications skills, writing skills and computer skills. Good interpersonal relations. Ability to work long hours voluntary. The incumbent must have interest in plants and gardening.

ENQUIRIES

Mr C Ndou Tel No: (012) 309 5708 Cell: 066 019 1221
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities 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:
27 November 2020

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

OTHER POSTS

POST 26/33:
ASSISTANT DIRECTOR: INTERNATIONAL MEDIA ENGAGEMENT

REF NO: 3/1/5/1-20/75
(12 Months Contract)
Directorate: International Media Engagement

SALARY:
R376 596 per annum (Level 09) Plus 37% of the annual notch

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, the incumbent must have the following knowledge: Basic knowledge of government legislation, Project Management, Batho Pele Principles Skills: Planning and Organizing, Advanced writing skills, Interpersonal ,Computer literacy ( Ms Word, Excel and PowerPoint),
DUTIES: The successful candidate will be responsible to provide media liaison support to government departments on international relations matters and to GCIS international related projects. Facilitate the accreditation of Foreign Press. Develop media schedules for International events and programmes. The incumbent to work closely with the team on international events. Provide support and secretariat services to the International Communicators Forum. Manage a comprehensive record and databases of media lists, Op-Eds, Media plans etc. Arrange media briefings including writing and distribution of media statements and advisories.

ENQUIRIES: Ms Mmemme Mogotsi Tel No: (012) 473 0355
NOTE: Preference will be given to African Male and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

POST 26/34: ASSISTANT DIRECTOR: SPECIAL PROJECTS COORDINATOR REF NO: 3/1/5/1-20/76
Directorate: Programme Support

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

REQUIREMENTS: Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Communications, Development Studies / Public Relations, or related qualification as recognised by SAQA, with at least three (3) years communication experience, of which one (1) year should be on salary level seven (7) or eight (8). He/she should also have experience in the fields of Government Communication and/or Public Policy Development and practice, with a proven track record in working on the Programme of Action of Government in any communication, coordination or content related area. Proven experience in stakeholder and relationship management and with a knowledge of various tactics or information practices be these liaison or by various digital methods better engage stakeholders. Experience in analytical report writing in the areas of Government Communication, Intergovernmental Relations, Developmental communication and/or stakeholder management. Good experience in monitoring and evaluation of a highly decentralized programme. Experience in the management and implementation of communication projects and campaigns with special emphasis on Local Government will be and added advantage. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Very well-developed interpersonal skills, particularly noting the decentralized nature of the Sub-programme Provincial and Local Liaison. Strong coordination and facilitation skills. Must be computer literate and be able to convey ideas and views well in writing. A valid driver’s license is essential, as the post will entail some travel away from Head Office. Very strong ability to work under pressure, in a fluctuating environment and be extremely good in the management of deadlines.

DUTIES: Serve as the central coordination point for the Chief Director's oversight and coordination responsibilities in relation to the nine Provincial Offices of the GCIS. Assist in developing and managing internal information and knowledge management processes, as well as strengthen internal
communication within the Chief Directorate. Serve as secretariat to the Management and Operations meetings of the Chief Directorate Provincial and Local Liaison. Maintain an issue management system or Matrix System, for all actions and tasks of the Chief Directorate, to ensure greater efficiency of all resources in the Chief Directorate. Support the Chief Director in the development and management of key stakeholder relations vital to the functions of the Chief Directorate. Support the Chief Director in the management of inputs to the Branch, the GCIS Management Committee and any special projects assigned to the Chief Director by the GCIS EXCO. This includes the development of Branch and MANCO reports as well as development of regular monitoring reports. Report collation, analysis and writing tasks will thus be key duties. Support the Chief Director’s role as project leader for various project teams in the GCIS on a regular, as well as adhoc basis.

**ENQUIRIES**
Ms M Tshwane Tel No: (012) 473 0188

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

**POST 26/35**
**PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION RESOURCE CENTRE REF NO: 3/1/5/1 – 20/77**
Directorate: Communication Resource Centre

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Pretoria

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

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

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

**NOTE**
This is an advertisement for the purpose of widening the pool of candidates from designated groups. Candidates who previously applied need not apply. This post is earmarked for Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.

**POST 26/36**
**SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT REF NO: 3/1/5/1 – 20/78**
Directorate: Supply Chain Management

**SALARY**
R208 584 per annum (Level 06)

**CENTRE**
Pretoria
REQUIREMENTS: Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Public Management Administration/Logistics Management/Public Finance and Accounting or Purchasing Management environment as recognised by SAQA. Two (2) years proven experience in Supply Chain Management environment, with one (1) year experience of working on BAS. Excellent writing and communication skills, ability to manage and plan. LOGIS and Procurement Integration. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. He/she be able to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

DUTIES: The successful candidate will be required to ensure for compliance, receive requisition from internal clients online, and verify e-requisitions for compliance in line with prescripts. Check and verify the status of suppliers on the Central Suppliers Database before accepting of e-requisitions. Approve compliant requisitions on-line using SharePoint in compliance with the turnaround time set by the department. Return non-compliant requisitions back to the client quoting the prescript that is being transgressed. Print hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS. Updating e-requisitions on SharePoint immediately with the relevant order numbers to ensure that accurate record of turnaround time is reflected when printing the SharePoint turnaround time reports. Print SharePoint reports on outstanding requisition and requisitions updated with order numbers on SharePoint, daily as per the standard set by the department and provide to supervisor. Provide weekly reports on e-requisition from SharePoint as per the standard set by the department. Provide monthly reports on e-requisitions from SharePoint as per the standard set by the department. Assist with capturing of request on LOGIS. Handling of queries and enquiries related to requisitions and or orders and update the SCM enquiry system for statistics and turnaround time purposes. Timeous reporting of system issues to the supervisor and to ensure that internal clients are informed timeously. Provide general office support, as well as effective and efficient client services.

ENQUIRIES: Ms V Basket Tel No: (012) 473 0378

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

POST 26/37: JUNIOR MEDIA PLANNER REF NO: 3/1/5/1 – 20/79
Directorate: Media Buying

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

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

**DUTIES**

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

**ENQUIRIES**

Mr S Mlisa Tel No: (012) 473 0287

**NOTE**

This is an advertisement for the purpose of widening the pool of candidates from designated groups. Candidates who previously applied need not apply. This post is earmarked for Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.

**POST 26/38**

**ADMINISTRATION CLERK: NEWS SERVICES REF NO: 3/1/5/1 – 20/80**

**Directorate:** News Services

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 12 with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily (NQF level 5). Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager and unit. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.

**DUTIES**

Provide a secretarial support service to the Directorate: News Services. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager’s desk daily. Attend to incoming and outgoing correspondence. Manage the safekeeping of documents and general assets in the unit. Draft routine documents as requested. Arrange travel and accommodation and process subsequent travel claims and currency reconciliation for the unit. Be responsible for all financial administration tasks in the unit. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notify attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and co-ordination service as well as office security service.

**ENQUIRIES**

Ms R Moodley Tel No: (012) 473 0263

**NOTE**

This post is earmarked for Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race.
APPLICATIONS: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

CLOSING DATE: 27 November 2020 at 12h00 noon. No late applications will be considered.

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

OTHER POST

POST 26/39 : OFFICE SUPERVISOR/ MANAGER: GAUTENG REGIONAL OFFICE
REF NO: OS/GRO/2020/10-1P
Client Services

SALARY : R376 596 per annum (Level 09) (basic salary)
CENTRE : Gauteng
REQUIREMENTS : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of four (4) years’ experience in Client Relations management environment which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver’s license is mandatory, at least two years old (a copy must be attached to the application). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Proficiency in English and the ability to speak any of the other official languages spoken in the province where applying. Good analytical skills. Good customer relations. Problem solving skills. Communications skills – verbal and written with the ability to communicate at all levels. Presentation skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. The applications of individuals currently residing in Gauteng province may receive preference.

DUTIES : The purpose of the role is to coordinate the administration of the client services at Gauteng Regional Office Walk-In Centre and Johannesburg Satellite Office (JSO), which includes the following but not limited to: Supervise effective operations management within the office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend internal procedures and processes, which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management
forums within GPAA, contributing accurate details to enable sound
decision-making. Ensure successful implementation of the system and
process enhancement, updates and amendments within the office.
Maintain relationships with all relevant stakeholders/clients to support
service delivery. Maintain partnerships with various internal and external
stakeholders/clients in order to enhance service delivery in line with GPAA
strategic objective. Ensure that various stakeholders/clients enquiries or
complaints are directed to relevant officials for resolution. Coordinate,
support and track the resolution of various stakeholder/clients enquiries
and complaints. Coordinate administrative support at outreach initiatives.
Manage and development of staff: Manage the performance of the unit,
which involves coaching, mentoring, and take corrective action (including
disciplinary action) where required, develop performance standards and
evaluates team and individuals. Monitor staff regarding human resource
such as leave, recruitment and grievances. (Keeping records). Compile
the work plans for the section including the consolidation of operational
plans into the directorate’s overall work plan.

ENQUIRIES
Mr Ismael Radebe on Tel No: (012) 399 22 99
NOTE
Interviews will be conducted via a virtual medium which will be discussed
with each shortlisted applicant. Correspondence will only be conducted
with the shortlisted candidates. If you have not been contacted within
three (3) months after the closing date of this advertisement, please
accept that your application was unsuccessful. Note: One permanent
position of Office Manager is currently available at the Government
Pensions Administration Agency: Client Services Section – Gauteng
Region.
The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria. OR emailed to: recruitment@health.gov.za, quoting the reference number.

FOR ATTENTION: Ms T Moepi

CLOSING DATE: 07 December 2020

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

MANAGEMENT ECHELON

POST 26/40: DEPUTY DIRECTOR GENERAL: HIV/AIDS, TB & MCWH REF NO: 34/2020
Branch: HIV/AIDS, TB, Maternal and Child Health

SALARY: R1 521 591 per annum (An all-inclusive remuneration package) (basic salary consists of 60% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification and a post-graduate NQF8 qualification in Health Sciences, a qualification in MBCHB, as recognised by SAQA. A minimum of eight (8) years’ experience at a senior management level. Experience must include health policy development and implementation. Good strategic leadership, strong clinical and management (administrative) skills. Communication (written, liaison and verbal) skills. A good record of accomplishment of managing strategic programmes/projects of national scope. Knowledge of accounting and internal auditing, revenue, expenditure, assets and liability management.
DUTIES: Develop a policy framework and monitor the implementation and management of HIV/AIDS programmes, Women’s, Maternal and National TB Control programme as well as develop a policy framework to facilitate the implementation of quality norms and standards for the health and development of children and youth. Provide strategic leadership and overall management of resources. Facilitate a risk management process in the Department.

ENQUIRIES: Ms VM Rennie on Tel No: (012) 395-8503 / 083 770 3682
OTHER POSTS

POST 26/41

PROJECT MANAGER: CENTRE OF SPECIALISATION REF NO: NCUTVET/DHET 2020/5 (COS)

SALARY: R376 596 per annum (Level 09)

CENTRE: Kimberley (Central Office)

REQUIREMENTS:
An appropriate Bachelor’s Degree/National Diploma (NQF Level 6/7) or equivalent qualification specializing in an Occupational Trade. At least 3 years’ experience in managing projects Artisan/postgraduate qualification will be an added advantage. Computer literacy in the Microsoft suite and a valid driver’s license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Conceptual understanding of the rules and standards governing procurements, projects administration and management, including those of the Artisan regulatory bodies. Knowledge of managing artisanal programmes Risk Management. Proficiency in analysing and solving problems related to projects. Ability to take on a leadership role with excellent interpersonal skills. Ability to work independently.

DUTIES:
The incumbent will be responsible for: Implement COS programmes, systems and processes. Conduct preventative maintenance programme with scheduled inspection of all COS assets, buildings, plants and infrastructure. Conduct regular condition audits of COS assets, buildings, plants and infrastructure. Ensure fair allocation of workload among artisan. Provide inputs into job descriptions. Serve on COS recruitment committees. Enforce policies, procedures, work rules, performance standards and codes of conduct. Assist in compiling budget for COS. Maintain and update all databases for COS interventions and proper use of all project resources in line with departmental policies and prescripts, including supervision and development of staff.

ENQUIRIES:
E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074

APPLICATIONS:
Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

NOTE:
To be included in the application, applications must be submitted on form Z83 obtainable from any public service department or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications, Driver’s license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants. If no response is received within 3 months after the closing date, please regard your application as unsuccessful. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE: 27 November 2020
POST 26/42 : OFFICE MANAGER REF NO: MALUTI TVET/ HARR008/2020
College Council Appointment: 3 Years Contract

SALARY : R257 508 per annum (Level 07)
CENTRE : Harrismith Campus

DUTIES : Organising meetings and managing databases. Booking transport and accommodation. Organising Campus events or meetings including interviews. Ordering stationery and furniture. Dealing with correspondence, complaints and queries. Preparing letters, presentations and reports. Supervising and monitoring the work of administrative staff. Managing office budgets. Liaising with staff, suppliers and clients. Implementing and maintaining procedures/office administrative systems. Organising induction programmes for new employees. Ensuring that health and safety policies are up to date. Attending meetings with Campus Management. Keeping personnel records up to date. Carry out any other duties given by the relevant supervisor.

ENQUIRIES : Mr HT Basson Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. No faxed or emailed applications will be accepted.

NOTE : Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: www.dhet.gov.za (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver’s licence and certified copy of ID not older than three Months and a comprehensive CV with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

CLOSING DATE : 04 December 2020 @13:00
ANNEXURE J

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, 8001.

CLOSING DATE: 27 November 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 26/43: DEPUTY DIRECTOR: COMPLAINTS AND MANDATORY REPORTING

REF NO: JI-96/2020

Directorate: Legal Services

SALARY: R733 257 per annum (Level 11) TCE Package

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of a Matric/Senior Certificate, BProc/LLB Degree or other relevant recognized legal qualifications on NQF 7 as recognised by SAQA. 3-5 years managerial experience in legal services. In depth knowledge and understanding of constitutional litigation and legal framework. Good communication skills (verbal and written), Report writing skills, facilitation skills, coordination skills, analytical skills, accuracy and flexibility. Planning and organising skills and working independently and co-operative. Pro-activeness and professionalism is essential. Valid driver’s license is essential, willingness to travel extensively.

DUTIES: The successful candidate will be responsible for, amongst others, to attend to mandatory and complaints reports and recommendations. Formulate policies and procedures relating to mandatory and complaints sub-directorate. Facilitate and co-ordinate the drafting of regulations, policies, contracts and other necessary legal documents for the JICS. Management of complaints, mandatory reports and recommendations, develop and implement effective systems and frameworks in dealing with
complaints and mandatory reports and ensure that complaints are attended to timeously. Ensure compliance with legislation in dealing with inmates’ complaints and mandatory reports. Manage, coordinate and foster effective relationships with all relevant stakeholders. Manage, evaluate and monitor performance of employees, ensure development and training of staff. Manage and monitor the utilisation of the sub-directorates budget.

ENQUIRIES
Ms. T Nhlanzi – Ngema Tel No: (012) 321 0303

POST 26/44
DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI-97/2020
(12 months contract appointment)
Office of the Inspecting Judge

SALARY: R733 257 per annum (Level 11) TCE Package
CENTRE: Pretoria

DUTIES:
Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support. Assist in enhancing the corporate image of the JICS. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department’s communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Directorate’s strategic outcomes. Application of the legislative and policy guidelines.

ENQUIRIES
Mr. E Brewis Tel No: (012) 321 0303

POST 26/45
ADMIN CLERK: ICCV PAYMENTS REF NO: JI 98 /2020
(12 months contract appointment)
Directorate: Support Service

SALARY: R173 703 per annum (Level 05) per annum plus 37% in lieu of benefits.
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate (MS Word, Excel and Outlook). Knowledge of financial and human resources administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL system will be an added advantage.
DUTIES:
The successful candidate will be responsible for assist with administration. Follow-up on outstanding ICCVs payments. Compiling of ICCVs payments. General administrative duties.

ENQUIRIES:
Mr. F Petersen Tel No: (012) 421 1012

POST 26/46:
SECRETARY TO THE DIRECTORS REF NO: JI 99/2020
12 months contract appointment

SALARY:
R173 703 per annum (Level 05) plus 37% in lieu of benefits.

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

DUTIES:
The successful candidate will be responsible to serve as the Secretary/administrator to the Directors. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.

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

POST 26/47:
ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 100/2020 (X2 POSTS)
12 months contract appointment.
Directorate: Legal Services - Inspections & Investigations

SALARY:
R173 703 per annum (Level 05) plus 37% in lieu of benefits.

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of a Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general admin capabilities. Driver’s license and proficiency in English and at least one other official language an added advantage.

DUTIES:
The successful candidate will be responsible for recording, organising, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.

ENQUIRIES:
Mr L de Souza, Tel No: (012) 321 0303

POST 26/48:
ADMIN CLERK: FINANCE REF NO: JI 101/2020
(12 months contract appointment)
Directorate: Support Services

SALARY:
R173 703 per annum (Level 05) plus 37% in lieu of benefits.

CENTRE:
Cape Town

REQUIREMENTS:
Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). Knowledge of financial administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at
least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.

**DUTIES**

The successful candidates will be responsible for assist with Debt Administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.

**ENQUIRIES**

Mr C Shiundlane Tel No: (021) 421 1012.

**POST 26/49**

**ADMIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 102 /2020**

(12 months contract appointment)

Directorate: Support Services

**SALARY**

R173 703 per annum (Level 05) plus 37% in lieu of benefits.

**CENTRE**

Cape Town

**REQUIREMENTS**

Applicants must be in possession of a Grade 12/Senior certificate. Knowledge in a supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of BAS and LOGIS systems will be an added advantage.

**DUTIES**

The successful candidate will be responsible for assisting with procurement of goods and services ad liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.

**ENQUIRIES**

Mr A Fortuin Tel No: (021) 421 1012
DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 30 November 2020
NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 26/50 : HEAD OF OFFICE REF NO: 20/106/SA

SALARY : R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Port Elizabeth

REQUIREMENTS : An LLB or Four year recognized legal qualification at NQF 7; 5 years’ experience at a senior managerial level; Minimum of 8 years litigation experience; Admission as an Attorney; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.

DUTIES : Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.

ENQUIRIES : Ms. K. Ngomani Tel No: (012) 357 8661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-106-SA@justice.gov.za

NOTE: People with disabilities are encouraged to apply.

OTHER POSTS

POST 26/51: SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 20/108/CLO

SALARY: R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Pretoria

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Experience in conveyancing will be an added advantage; A valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management.

DUTIES: Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates’ Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinion; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; register trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES: Ms. KC. Ngomani Tel No: (012) 315 8661

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-108-CLO@justice.gov.za

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

POST 26/52: ASSISTANT DIRECTOR: FINANCE REF NO: 85/20EC

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, East London

REQUIREMENTS: Three year Bachelor’s degree/National Diploma in Financial Management (e.g. Accounting; Cost Accounting; Auditing; Economics etc) or equivalent qualification; Three years’ experience in a financial environment; Three years’ supervisory/management experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word, Excel, BAS and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable; Ability to work under pressure and meet deadlines.

DUTIES: Key Performance Areas; Regional Creditors Management; Manage payroll for the region in relation to payments and deductions; Manage miscellaneous payments to suppliers; Manage departmental liabilities; Manage revenue for the region; Management of employees; Perform general supervision and controlling of clerical staff.
ENQUIRIES: Ms. De Kock Tel No: (043) 702 7000
APPLICATIONS: Quoting the relevant reference number, direct your application to: CeWilliams@justice.gov.za

POST 26/53: ADMINISTRATION OFFICER REF NO: 82/20EC

SALARY: R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate, Port Elizabeth (New Brighton)
REQUIREMENTS: Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver’s licence; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES: Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage Civil and Small Claims courts; Manage Family court sections; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage the facilities, physical resources, information and communication related to the courts; To perform any other duties that may be allocated by the Area Court Manager.

ENQUIRIES: Ms. De Kock Tel No: (043) 702 7000
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: SNofemela@justice.gov.za

POST 26/54: ADMINISTRATION OFFICER REF NO: 83/20EC

SALARY: R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate, Port St Johns
REQUIREMENTS: Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver’s licence; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES: Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage documents and maintain records related to accounts section; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage the facilities, physical resources, information and communication related to the courts; To perform any other duties that may be allocated by the Area Court Manager.

ENQUIRIES: Ms. De Kock Tel No: (043) 702 7000
APPLICATIONS: Quoting the relevant reference number, direct your application to: ZMadlingozi@justice.gov.za
POST 26/55  : ADMINISTRATION OFFICER REF NO: 81/20EC

SALARY    : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE    : Magistrate, Graaff-Reinet

REQUIREMENTS : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver’s licence; Supervisory experience (Attach proof); Skills and competencies; Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES    : Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage Criminal, Civil and Family court sections; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.

ENQUIRIES : Ms. De Kock Tel No: (043) 702 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: WNdamase@justice.gov.za

POST 26/56  : ADMINISTRATION OFFICER REF NO: 84/20EC

SALARY    : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE    : Magistrate, Mount Frere

REQUIREMENTS : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver’s licence; Supervisory experience (Attach proof); Skills and competencies; Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES    : Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.

ENQUIRIES : Ms. De Kock Tel No: (043) 702 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: LMthantalala@justice.gov.za
POST 26/57: ADMINISTRATION OFFICER REF NO: 80/20EC

SALARY: R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Magistrate, Port Elizabeth (Relief Component)

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email LMacoma@justice.gov.za

NOTE: The successful candidate will report to the Area Manager / Court Manager in Port Elizabeth and will be mostly be utilised in the Port Elizabeth, Uitenhage and Grahamstown areas. The successful candidate will travel extensively.

POST 26/58: ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 20/107/SA (X2 POSTS)

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

CENTRE REQUIREMENTS: State Attorney; Pretoria

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email DOJ20-107-SA@justice.gov.za

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

Gauteng Local Division: Johannesburg/ Gauteng Division: Pretoria: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X3693, Polokwane, 0700, or hand deliver applications to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018, or hand deliver applications to 30 Queen Victoria Street, Cape Town, 8000.

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

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

CLOSING DATE: 27 November 2020

NOTE: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be
limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

**ERRATUM:** Kindly note that the post of Senior Administrative Officer (Mthatha High Court), with Ref No: 2020/121/OCJ advertised in Public Service Vacancy Circular 25 dated 30 October 2020 with a closing date 13 November 2020, the salary notch of the post has been amended as follows: R 316 791.00 per annum. People who previously applied are encouraged to re-apply, the closing date has been extended to the 27 November 2020. The post of Messenger (Provincial Service Centre: East London), with Ref No: 2020/108/OCJ advertised in Public Service Vacancy Circular 20 dated 18 September 2020 with a closing date 02 October 2020, the centre has been amended as follows: High Court: Grahamstown. People who previously applied are encouraged to re-apply, the closing date has been extended to the 27 November 2020.

**OTHER POSTS**

**POST 26/59**

**SALARY**

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

**CENTRE**

High Court: Thohoyandou

**REQUIREMENTS**

A three (3) year relevant qualification in management or administration. Six (6) to eight (8) years’ experience in supervisory or junior management. A valid driver’s licence. Technical knowledge and competencies: Knowledge of human resources, Financial, asset and supply chain management. Understanding of facilities and security management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.

**DUTIES**

Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary.

**ENQUIRIES**

Mr T Masemola/ Ms N Phadziri Tel No: (015) 230 4051/ 4008

**POST 26/60**

**SALARY**

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

**CENTRE**

Gauteng Local Division: Johannesburg

**REQUIREMENTS**

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

DUTIES:

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

ENQUIRIES:

Ms T Mbalekwa Tel No: (011) 355 0404

POST 26/61:

ONE-YEAR CONTRACT POOL JUDGES SECRETARY REF NO: 2020/140/OCJ

SALARY:

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

CENTRE:

Gauteng Division: Pretoria

REQUIREMENTS:

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

DUTIES:

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

ENQUIRIES:

Ms T Mbalekwa Tel No: (011) 355 0404
POST 26/62: JUDGES SECRETARY REF NO: 2020/141/OCJ
Three-Year Contract

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

CENTRE: Free State High Court

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

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

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

POST 26/63: SENIOR COURT INTERPRETER REF NO: 2020/142/OCJ
(Re-Advertisement) Candidates who previously applied, are encouraged to re-apply

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

CENTRE: Gauteng Local Division: Johannesburg

REQUIREMENTS: A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years’ practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver’s licence will be an added advantage. Knowledge of any foreign Language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.
DUTIES: Render interpreting services in criminal court, civil court, labour and Quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES: Ms T Mba Tel No: (011) 355 0404

POST 26/64: REGISTRAR REF NO: 2020/137/OCJ (X2 POSTS)

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

CENTRE REQUIREMENTS: Gauteng Division: Pretoria


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

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 0404

POST 26/65: ADMINISTRATION CLERK (DCRS) REF NO: 2020/143/OCJ

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

CENTRE REQUIREMENTS: Labour Court, Western Cape Division

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Zero (0) to two (2) years’ experience will serve as an added advantage. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. Drivers licence will be a strong recommendation. Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal skills, good public relations skills. Ability to work under pressure and to solve problems. Customer service. Document management.

DUTIES: Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof. Record court proceedings. Keep record of all court proceedings. Keep record of all requests made for transcriptions. Provide administrative support in general court and case flow management. Provide any administrative support as required by the Judiciary. Court Manager and /or Supervisor.

ENQUIRIES: Ms L Adams/ Ms M Baker Tel No: (021) 469 4000
<table>
<thead>
<tr>
<th>POST 26/66</th>
<th>REGISTRAR’S CLERK REF NO: 2020/144/OCJ (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>Gauteng Division: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer skills. Good communication skills (written and verbal). Good interpersonal and Public Relation skills. Good Administration and organisational skills. Customer Service skills. Ability to work under pressure. Additional Competencies, which may be of advantage: Paralegal Qualification. Knowledge of court process and procedures.</td>
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<tr>
<td>DUTIES</td>
<td>Render efficient and effective support services to the Court. Issuing of Court process at General Office. Case management duties. Render counter service duties /functions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms T Mbalekwa Tel No: (011) 335 0404</td>
</tr>
</tbody>
</table>
It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

FOR ATTENTION: E-mail to Advertisement28@dpsa.gov.za
CLOSING DATE: 30 November 2020
NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za

MANAGEMENT ECHELON

POST 26/67: DEPUTY DIRECTOR-GENERAL: NEGOTIATIONS, LABOUR RELATIONS AND REMUNERATION MANAGEMENT REF NO: DPSA 28/2020

SALARY: R1 521 591 per annum (Level 15) (An all-inclusive remuneration package) comprising basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification at NQF 7 and a post-graduate qualification at NQF 8 in the field of Economics as recognised by SAQA. A qualification in Labour Law/Labour Relations will be an added advantage. A Minimum of 8 years at senior managerial level. Minimum 10 years’ experience in an Economics related field. Knowledge and Experience: Knowledge of the Constitution, Public Service Act, Public Service Management Act, Economic Policies, Government Planning and Reporting Frameworks, the National Development Plan and the Government’s Medium Term Strategic Framework. Proven track record of policy and strategy development in the areas of Remuneration and Conditions of Service. Experience of Labour Relations and Wage/Salary Negotiations and the Housing/Property Development Sector will be an added advantage. Knowledge of Intergovernmental relations frameworks and processes and experience in managing complex multi – stakeholder partnerships. Skills: Problem solving, decision making, diversity management, communication and information management, interpersonal relations, negotiation, presentation, report writing, computer literacy and conflict management.
Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment.

DUTIES: Manage and oversee the development and implementation of norms and standards, policies, strategies, processes and systems for Remuneration, Conditions of Service, Labour Relations and Dispute Management, Organizational Development, Job Grading and Post Provisioning Norms. Manage and oversee the implementation of the Government's Employees Scheme including the development of financing solutions. Manage and oversee Collective Bargaining in the Public Service and the Manage all the operations, systems and processes of the branch.

ENQUIRIES: Ms. Karien Beckers Tel No: (012) 336 1570
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
INFRASTRUCTURE SOUTH AFRICA: ISA

APPLICATIONS : Preferably applications for Senior Management Services positions should be submitted through email to the email addresses specified per position. Please verify and make sure that your application is sent to the correct email address as each position is allocated a different email address or via post to Director-General Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

CLOSING DATE : 27 November 2020 at 16H00

FOR ATTENTION : Ms NP Mudau

NOTE : The Department of Public Works and Infrastructure: ISA is an equal opportunity, affirmative action employer. The filling of these Senior Management Services positions as advertised will be positively biased towards persons with disabilities and women. An indication by candidates in this regard will facilitate the processing of applications. Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, originally certified copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License (where required) and Identification Document (certified within 6 months). Applications not complying with the above will be disqualified. It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirement for SMS posts: Requirement for all applicants for SMS posts is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. The successful candidate shall be required to complete the NSG Public Service Senior Management Leadership Programme herein referred to as Certificate for entry into the SMS position within 3-6 months. All shortlisted candidates will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. NOTE: All Positions detailed below are seeking individuals with the following knowledge, skills and personal attributes: Knowledge: Infrastructure investment, financing and implementation across the value chain. Government policies and applicable legislation including the Public Finance Management Act, the Municipal Finance Management Act, the Infrastructure Development Act, GIAMA, SPLUMA, PPPFA, Intergovernmental Relations Framework Act, Public Service Act, and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; Parliamentary protocol processes; Linkages with government clusters. Skills: Strong leadership; commercial acumen; sound analytical and problem identification and solving skills; strategic management; programme and project management and financial management. Must be able to work collaboratively with industry and develop constructive relationships with
government and SOEs. Advanced report writing; organising and planning; computer literacy; time management; decision making skills; conflict management; negotiation; motivational; and Influencing skills. Personal Attributes: High degree of probity, integrity and commitment; diplomatic; seasoned professional; highly innovative able to think outside traditional boundaries and ways of doing things; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; able to establish and maintain personal networks; and ability to work independently.

ERRATUM: Kindly note that the following 8 posts were advertised in Public Service Vacancy Circular 25 dated 30 October 2020 (1) Deputy Director: Human Resources Management Ref no: 2020/89, erroneously advertised with incorrect salary R733, 257 the correct salary is as follows: All inclusive salary package of R869, 007 per annum. (2) Admin Officer: Immovable Asset Register Ref No: 2020/123 C, erroneously advertised with the incorrect centre Cape Town region, the correct centre is as follows: Pretoria Regional Office. (3) Assistant Director: UMD: Budget Administration User Demand Management Ref No: 2020/106, erroneously advertised with the incorrect job title, the correct job title is as follows: Assistant Director: User Demand Management: Project Budget Administration. (4) Supervisor: Cleaning Services: Facility Management Ref no: 2020/141 (X2 Posts), erroneously advertised with the incorrect centre Cape Town Region (Atlantis Magistrate Court), the correct centre is as follows: Cape Town Region (Mitchells Plain). (5) Assistant Director: Utilisation and Contract Administration Property Management Ref no: 2020/106, erroneously advertised with the incorrect job title, the correct job title is as follows: Assistant Director: SCM Contract Management. (6) Assistant Director: Utilisation and Contract Ref no: 2020/110, erroneously advertised with the incorrect salary R356 596 per annum, the correct salary is as follows: R376 596 per annum. (7) Senior Security Officer: Security Management Ref No: 2020/134, erroneously advertised with the incorrect salary of R208 254, the correct salary is as follows R173 703. (8) Driver: Workshop Ref No: 2020/140, erroneously advertised with the incorrect salary R145 281, the correct salary is as follows R122 595 per annum.

MANAGEMENT ECHELON

POST 26/68 : HEAD: INFRASTRUCTURE SOUTH AFRICA (ISA) REF NO: 2020/149
(Five (5) Year Contract)

SALARY : All-inclusive salary package of between R1 978 533 – R2 228 820 per annum (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post-graduate (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment. 8-10 years relevant senior management experience.

DUTIES : Provide leadership and strategic direction to the Infrastructure South Africa’s (ISA) Team and ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA’s Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage
infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximise public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA’s infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.

ENQUIRIES: Mr SC Zaba Tel No: (012) 406-1544
APPLICATIONS: must be submitted electronically via email to dpwi01@ursonline.co.za
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900.

POST 26/69: DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE INVESTMENT FUNDING REF NO: 2020/150

SALARY: R1 521 591 – R1 714 074 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in or related to the Investment Management Environment, Business Management, Finance, Project Finance, Development Finance or Economics. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment. Minimum of 8-10 years' experience at senior management level.

DUTIES: To manage the infrastructure investment value chain for all infrastructure projects and programmes in the comprehensive pipeline and specifically those identified in terms of the Infrastructure Development Act (IDA), including the development of systems and processes that will lead to increased lucrative funding sources, mechanisms and revenue. Further to explore alternative funding and procurement mechanisms in infrastructure. Develop instruments and systems for infrastructure investment funding and risk management. Manage the disbursement and oversee infrastructure funding, with particular reference to ISA’s role in the Infrastructure Fund. Manage infrastructure investment, procurement, promotion and unblocking. Manage the provision of green economy and climate change strategies. Infrastructure financing and IDMS financial management. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission and Infrastructure Fund as they relate to Infrastructure Financing. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact regarding issues related to ISA and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact regarding
matters related to the fulfilment of the Department’s mandate to regulate and transform the industry.

**ENQUIRIES**: Mr SC Zaba Tel No: (012) 406-1544

**APPLICATIONS** must be submitted electronically via email to dpwi02@ursonline.co.za

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

**POST 26/70**: DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE INVESTMENT PLANNING REF NO: 2020/151

**SALARY**: R1 521 591 – R1 714 074 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in or related to Business Management, Finance, Economics, Engineering, Development Planning or Public Administration. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment. Minimum of 8-10 years’ experience at senior management level.

**DUTIES**: In terms of the provisions of the Infrastructure Development Act, develop and manage the National Infrastructure Plan 2045 together with the related mechanisms and implementation tools. Conduct infrastructure investment planning across the lifecycle and render oversight, through the development, management, monitoring and evaluation of the long-term national infrastructure planning frameworks, and best practice manuals and implementation standards inclusive of the comprehensive infrastructure project pipeline. Manage coordination mechanisms between sectoral ministries, provinces, municipal stakeholders, SOEs and institutional stakeholders for effective and efficient infrastructure planning. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings as they relate to national infrastructure planning.

**ENQUIRIES**: Mr SC Zaba Tel No: (012) 406-1544

**APPLICATIONS** must be submitted electronically via email to dpwi03@ursonline.co.za

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

**POST 26/71**: DEPUTY DIRECTOR-GENERAL: PROPERTY, LAND & BUILDING PORTFOLIO MANAGEMENT REF NO: 2020/152

**SALARY**: R1 521 591 – R1 714 074 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in or related to the Built Environment; (Architecture, Building, Engineering, Technology & Innovation, Facilities Management, Project Management, Quantify Surveying, Property Management or similar) . Registration for the Certificate of Entry into
Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment. Minimum of 8-10 years’ experience at senior management level.

**DUTIES**

To ensure that the State’s Property Portfolio is optimised, utilising the SIDS Methodology and exploring many investment options available in both urban and rural environments along new integrated, spatially just principles. To ensure and enable competitive Public Land maximisation, revenue generation and spatial investments. Develop approaches to managing and optimising the value of public sector assets, including revenue generation strategies. Coordinate the development of standards and practice notes for frequently designed public assets and use of alternative building materials, technologies, designs and methodologies. Manage the establishment of Land Value Capture and Land Banking mechanisms. Provide leadership and direction, ensure adherence to governance systems and processes and manage the Branch’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission applicable to this Branch. Liaise, engage and undertake the administrative functions related to public sector property investment and related revenue generation. Liaise and interact on issues related to the ISA and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact regarding matters related to the fulfilment of the Department’s mandate to regulate and transform the industry. Chairing of and participation in relevant forums/committees and meetings.

**ENQUIRIES**

Mr SC Zaba Tel No: (012) 406-1544

**APPLICATIONS**

must be submitted electronically via email to dpwi04@ursonline.co.za

**FOR ATTENTION**

URS Response Handling Tel No: (012) 811 1900

**POST 26/72**

DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 2020/153

**SALARY**

R1 521 591 – R1 714 074 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) qualification in Business Management, Project Finance, Development Management, Economics, Engineering or the Built Environment. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment. Minimum of 8-10 years’ experience at senior management level.

**DUTIES**

To manage the comprehensive infrastructure project pipeline across the project lifecycle, including project assessment, screening, project packaging and taking projects through to financial close. This should be done utilising the principles of IDMS, together with the SIDS Methodology. Development of practice notes to support project delivery across spheres of government and State Owned Entities. Develop and implement effective coordination mechanisms to facilitate and align the implementation of Strategic Integrated Projects as defined in the Infrastructure Development Act. Provide leadership and direction, ensure adherence to governance systems and processes and manage Branch’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission. Liaise, engage and
undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings. Of particular relevance is the SIP Steering Committee and the SIP Programme Management Office.

ENQUIRIES
APPLICATIONS: must be submitted electronically via email to dpwi05@ursonline.co.za
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

POST 26/73
CHIEF DIRECTOR: COMPREHENSIVE INFRASTRUCTURE PROJECT PIPELINE MANAGEMENT REF NO: 2020/154

SALARY
R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE
Head Office (Pretoria)

REQUIREMENTS
An undergraduate qualification (NQF Level 7) in Economics, Development Finance, Business Management or Built Environment plus extensive relevant experience of which five(5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES
Develop a single, consolidated and standardised pipeline of infrastructure projects, ensuring that all disparate project pipelines are consolidated into one with a common set of evaluation and management criteria that are in terms of the Infrastructure Development Act. Develop and implement a programme of engagement to advance visibility of upcoming projects to allow early and robust project preparation. Establish and institutionalise governance structures that promote private sector participation in the development of the infrastructure pipeline, inclusive of development of the standard operating procedures of how infrastructure projects will be directed to the Infrastructure Fund. Provide leadership and direction, ensure adherence to governance systems and processes and manage the Chief Directorate’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Where required, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure management and delivery mandate. Facilitate and participate in relevant forums/committees and meetings.

ENQUIRIES
APPLICATIONS: must be submitted electronically via email to dpwi06@ursonline.co.za
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

POST 26/74
CHIEF DIRECTOR: FREQUENTLY DESIGN PUBLIC ASSETS REF NO: 2020/155

SALARY
R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Architecture, Development Finance and Management or related qualification plus extensive relevant experience of which five(5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES: To develop and promote the standard design of resilient, all weather access frequently built public assets and ensure the optimisation of value of the portfolio of public sector assets (property, land and buildings). Further, ensure that modular designs are developed and costed, and that they are sustainable, energy efficient and value for money. Develop and coordinate the implementation of Guidelines for the use of alternative, innovative building technologies, and green designs. Ensure that there is a standardization of materials, ensuring the focus of localisation, energy efficiency and considerations of climate change mitigation. Develop strategic approaches for the management and optimisation of public sector assets and its application in infrastructure development. Provide strategic input into the Strategic Integrated Projects (SIPs) in relation to building standards, maintenance regimes, etc. Provide leadership and direction, ensure adherence to governance systems and processes and manage Chief the Directorate’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission as and when required. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure management and delivery mandate. Facilitate and participate in relevant forums/committees and meetings.

ENQUIRIES: Mr SC Zaba Tel No: (012) 406-1544
APPLICATIONS: must be submitted electronically via email to dpwi07@ursonline.co.za
FOR ATTENTION: URS Response Handling, Tel No: (012) 811 1900

POST 26/75: CHIEF DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT SYSTEM TECHNICAL REF NO: 2020/156

SALARY: R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in the Built Environment Professions including Engineering, Development Management, Urban Economics or Development Finance plus extensive relevant experience of which five(5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES: To manage the processes, systems and standards for conducting project appraisal and evaluation within the Comprehensive Infrastructure Project Pipeline, in terms of defined standards, criteria and a methodology that is in accordance with the intent of the Infrastructure Development Act. Develop, implement and oversee standards and processes for infrastructure delivery management relating to project screening. Facilitate the preparation of due diligence reports for Strategic Integrated Projects across their lifecycle. Ensure effective governance, quality assurance and implementation of decision gateways to ensure
transparency and accountability in the project management process. Internal and external stakeholder management to build trust and confidence through the provision of timely, reliable and relevant information. Provide leadership and direction, ensure adherence to governance systems and processes and manage project and departmental risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission as and when required. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure management and delivery mandate. Facilitate and participate in relevant forums/committees and meetings. Manage and ensure regular participation and reporting to the SIP Steering Committee.

ENQUIRIES: Mr SC Zaba Tel No: (012) 406-1544
APPLICATIONS: must be submitted electronically via email to dpwi08@ursonline.co.za
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

POST 26/76: CHIEF DIRECTOR: EXTERNAL RELATIONS, COMMUNICATIONS & SOCIAL FACILITATION REF NO: 2020/157

SALARY: R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Public Management, Communications, Marketing or Law plus extensive relevant experience of which five(5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES: Develop, manage and oversee the implementation of the internal and external communications of ISA, including strategic marketing, reputation management and stakeholder consultation. Develop, manage, oversee and institutionalise industry partnerships and effective intergovernmental relations, for the benefit of streamlined infrastructure investment and implementation. Coordinate the management and rollout of social facilitation processes and advocacy programmes, including a stakeholder management & engagement plan for the Strategic Integrated Projects and development of an advocacy programme. Ensure that the international investment profiling of ISA is created along with establishing working partnerships. Ensure adherence to governance systems and processes and manage the Chief Directorate’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Undertake any communication and marketing functions related to the Presidential Infrastructure Coordinating Commission. Liaise, engage and undertake the communication, marketing and stakeholder management functions related to the securing of infrastructure investment and infrastructure implementation. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Facilitate and participate in relevant forums/committees and meetings.

ENQUIRIES: Mr SC Zaba: Tel No: (012) 406-1544
APPLICATIONS: must be submitted electronically via email to dpwi09@ursonline.co.za
FOR ATTENTION: URS Response Handling, Tel No: (012) 811 1900
POST 26/77: CHIEF DIRECTOR: INVESTMENT PROMOTION AND UNBLOCKING REF NO: 2020/158

SALARY: R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE REQUIREMENTS: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Economics, Development Finance, Built Environment or related plus extensive relevant experience of which five (5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES: To ensure that all avenues of investment in infrastructure are explored in a focused manner, as determined by the Infrastructure Development Act and the National Infrastructure Plan 2045, as well as to unblock the bottlenecks faced by investors in infrastructure in accordance with a system that is linked to the comprehensive infrastructure project pipeline. Develop, implement and monitor the infrastructure investment strategy that is linked to the National Infrastructure Plan 2045. Provide leadership and direction, ensure adherence to governance systems and processes and manage the Chief Directorate’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission as and when required. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Facilitate and participate in relevant forums/committees and meetings.

ENQUIRIES: Mr SC Zaba Tel No: (012) 406-1544
APPLICATIONS: must be submitted electronically via email to dpwi10@ursonline.co.za
FOR ATTENTION: URS Response Handling Tel No: (012) 811 1900

POST 26/78: CHIEF DIRECTOR: NATIONAL INFRASTRUCTURE PLAN OVERSIGHT, INSIGHTS AND BUSINESS ANALYSIS REF NO: 2020/159

SALARY: R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE REQUIREMENTS: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Development Management or Built Environment Professions, plus extensive relevant experience of which five (5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES: Develop, manage and monitor the National Infrastructure Plan 2045 that will lead to the identification of Strategic Integrated Projects. Detailed research, market analysis, insights and infrastructure plus investment intelligence in order to inform the Plan. This will include reporting, trends analysis, best practice and lessons learnt. Undertake business analysis and develop recommendations and practice notes on financial, technical, technological, and operational mechanisms for infrastructure investment and implementation within the context of the NIP2045. Develop timely, up-
to-date and regular reports to the PICC Secretariat, Management Committee and Council on the NIP2045. Provide leadership and direction, ensure adherence to governance systems and processes and manage the Chief Directorate’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission, as and when required. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure management and delivery mandate. Facilitate and participate in relevant forums/committees and meetings.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406-1544
APPLICATIONS : must be submitted electronically via email to dwi11@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900


SALARY : R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Business Management, Built Environment professions, including Engineering, Development Planning and Development Management, or related plus extensive relevant experience of which five (5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES : Develop and implement strategy for the mobilisation of various sources of funding for project preparation, including innovative funding instruments. To both leverage public and private sector technical, technological and financial resources for project preparation and packaging, including the development and utilisation of innovative funding instruments, the use of new technology and skills transfer initiatives. Conduct an evaluation and feasibility of investment opportunities / projects with a view of ensuring that they are commercially sound for debt financing, equity financing, blended financing and/or fiscal budget allocations. Internal and external stakeholder management to build trust and confidence through the provision of timely, reliable and relevant information. Provide leadership and direction, ensure adherence to governance systems and processes and manage the Chief Directorate’s risks. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Undertake administrative functions related to the Presidential Infrastructure Coordinating Commission as and when required. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the Department’s infrastructure management and delivery mandate. Facilitate and participate in relevant forums/committees and meetings.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406-1544
APPLICATIONS : must be submitted electronically via email to dwi12@ursonline.co.za
FOR ATTENTION : URS Response Handling, tel. (012) 811 1900.
POST 26/80 : CHIEF DIRECTOR: SIP COORDINATION AND PROGRAMME MANAGEMENT REF NO: 2020/161

SALARY : R1 251 183 – R1 495 956 per annum, All-inclusive salary package (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

CENTRE REQUIREMENTS : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Business Management, Built Environment professions, including Engineering, Development Planning and Development Management, or related plus extensive relevant experience of which five (5) years must be on a senior or leadership management level. Registration for the Certificate of Entry into Senior Management Services in the Public Service as offered by the National School of Government and successful completion within 6 months of commencing employment.

DUTIES : Manage and coordinate the implementation of Strategic Infrastructure Projects in line with provisions of the Infrastructure Development Act and the National Infrastructure Plan 2045. This will include oversight of the SIP Leads and the related Project Plans, in order to prioritise the delivery of infrastructure that is of economic significance and social importance. Ensure the development of SIP Project Plans and enable a system that manages them, tracks the approval processes as determined in terms of the IDA and ensures that SIPs are fast tracked in a systematic manner. Develop timely, up-to-date and regular reports to the SIP Steering Committee, PICC Secretariat, Management Committee and Council on Strategic Integrated Projects. Provide leadership and direction, ensure adherence to governance systems and processes and manage the Chief Directorate's risks. Key Expectation: Liaise and engage on issues related to Cabinet, Parliament, Clusters and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Facilitate and participate in relevant forums/committees and meetings. Management and perform the secretariat functions for the SIP Steering Committee.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406-1544
APPLICATIOnS : must be submitted electronically via email to dpwi13@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900.
APPLICANTS: Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.

CLOSING DATE: 27 November 2020 at 16h00. Applications received after the closing date will not be considered.

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available, or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. A technical exercise and/or Competency assessment may also form part of the selection process for MMS positions and below. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest’s declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

POST 26/81: CHIEF DIRECTOR: BLENDED FINANCE REF NO: BLEND FIN 10/20-21

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

CENTRE: Pretoria


DUTIES: Provide strategic direction during the development of blended finance policy, frameworks, guidelines, and interventions for SMMEs and Cooperatives. Oversee the design of blended financial support programmes and access to finance interventions for SMMEs and Cooperatives across government and through public private partnerships. Oversee the
establishment of a credible pipeline of applications that accounts for access to finance initiatives for SMMEs and Co-operatives across Government. Negotiate, influence and monitor implementation of partnership funding interventions. Oversee the provision of technical and supplementary support to SMMEs and Co-operatives. Communicate with internal and external stakeholders, drive the mandate of the department, and lead complex discussions without compromising the integrity of the Department. Lead and manage operations, financial, human, and physical resources of the chief directorate.

ENQUIRIES: All advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

POST 26/82: DIRECTOR: BLENDED FINANCE REF NO: BLEND FIN 11/20-21

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

CENTRE: Pretoria


DUTIES: Manage and design blended financial support initiatives for SMMEs and Co-operatives. Provide direction during coordination of access to finance for SMMEs and Co-operatives across Government and the Private Sector. Execute the implementation and monitoring of the SMME and Co-operatives Funding Policy. Build strategic partnerships that ensures collaboration of blended funding initiatives that are designed and implemented between sector departments. Communicate with internal and ecosystem players. Draft basic to complex correspondence, provide basic to comprehensive advise on procedural and technical related matters in respect of blended financial support for SMMEs, and Cooperatives. Report on applications, approvals and disbursements. Manage and ensure effective and efficient utilisation of financial, human, and physical resources in line with applicable legislation.

ENQUIRIES: All advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

OTHER POSTS

POST 26/83: DEPUTY DIRECTOR: BLENDED FINANCE REF NO: BLEND FIN 12/20-21

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

CENTRE: Pretoria


DUTIES: Manage the operations, human and physical resources of the Sub-Directorate in line with applicable legislation. Design blended financial support programmes and mechanisms that will support SMMEs and Cooperatives. Provide technical support to SMMEs and Co-operatives during contracting with big business. Coordinate and facilitate access to
finance for SMMEs and Co-operatives across Government and the Private Sector. Negotiate and implement partnership funding interventions through SEFA which includes but is not limited to: Evaluate applications and claims; Identify fraudulent application/claims and advise accordingly. Communicate with external and internal stakeholders which includes: Responses to and resolving audit queries and escalated client queries; Presenting status reports on approvals, commitments made, jobs supported and claims at relevant committees; Representing the department on relevant forums, committees, working groups, etc.

ENQUIRIES:
The Recruitment Office, Tel No: (012) 394 1440 / 5286 / 3097

POST 26/84:
DEPUTY DIRECTOR: SUPPLIER DEVELOPMENT REF NO: SUPP DEV 13/20-21

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

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Facilitate the creation of an enabling environment for SMMEs and Co-operatives through policies, strategies and programmes that support supplier development. Design incentives for start-up and procurement incentives for suppliers. Develop and monitor the implementation of instruments to support the productivity and growth of suppliers. Coordinate stakeholders for supplier development to solicit inputs on the implementation of the government Point of Action Plan including MTSF and the Nine Point Plan. Facilitate Market Access Support and Partnerships to ensure that private sector partnerships culminate into supplier development. Monitor the implementation and impact of the public procurement programme, especially the set aside policy in the 3 spheres of government and the private sector. Manage supplier development with private sector conglomerates, international organisations, other organs of state. Communicate with external and internal stakeholders. Report on the implementation and impact of the public procurement programme. Manage human resources.

ENQUIRIES:
The Recruitment Office, 012 394 1440 / 5286 / 3097

POST 26/85:
SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: LEGAL SERV 14/20-21

SALARY:
R473 820 – R1 140 828 per annum (OSD)

CENTRE:
Pretoria

REQUIREMENTS:
An LLB degree coupled with a minimum of 8 years’ appropriate post qualification legal experience of which at least 3 years is in Legal Research and Drafting environment. Knowledge of Civil Litigation, Court Rules, Criminal Procedure and practice. Registration as an admitted attorney or an advocate of the bar council will be an added advantage. Knowledge of the legislative process with the ability to analyse policy and conduct research. Advanced communication skills (written, verbal & presentation), analytical skills, negotiating and influencing skills required.

DUTIES:
Coordinate and manage the legislative drafting programme of the Department. Advise the Minister, Director-General, Senior Management and Staff on Legislative Review. Provide a project plan for legislative review. Manage the legislative review project in line with cabinet processes. Manage the printing of legislative changes in the government gazette. Draft and develop the yearly legislative program. Conduct legal and factual research which includes but is not limited to: Consult with
relevant subject matter experts to obtain clarification where required. Provide methods and procedures of research in legal matters such as the regulations, different approaches to analysis, source gathering and the knowledge on how to adapt the research methodology to a specific case to obtain the required information. Identify research and manage the development of methodologies and procedures for legislative drafting. Check ancillary legislation and internet browsing of legislation from other jurisdictions. Scrutinize information / instructions and draft proposed bills, regulations, rules and other regulatory measures. This includes but is not limited to: Clarify issues of legal significance, such as transitional measures, retrospective actions, etc., with designated offices. Compile a draft in simple and clear language. Provide support in improving drafting, office practice and procedures. Draft executive council papers with regards to proposed legislation and the amendment and repeal of existing legislation. Draft legislation of new regulatory policy and amendments to policy. Liaise with stakeholders, attend public hearings and readings of bill in parliament. Build stakeholder relationships and Facilitate consultation with appropriate stakeholders with regard to proposals for new legislation and repeal of existing legislation. Liaise with other directorates within DSBD responsible for policy formulation and regulatory reviews to provide inputs, establish clear and measurable policy objectives and discuss policy alternatives. Present policy positions and changes to legislation. Communicate with all relevant stakeholders including regulatory agencies and state law advisors in respect of policy and legislative changes. Prepare submissions and documentation for bills to parliament and other forums. Render technical assistance regarding formulation of policy. Attend to and/or responding to queries related to any piece of legislation.

ENQUIRIES

The Recruitment Office, Tel No: (012) 394 1440 / 012 394 3097

POST 26/86

ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: ENT DEV & ENTREP 15/20-21

SALARY

R376 596 per annum

CENTRE

Pretoria

REQUIREMENTS


DUTIES

Conduct research aimed at identifying best practices for the development of policies and strategies for small businesses, Conduct comparison studies between the available policies and strategies on the development of small businesses to assist in selecting the best fit for the South African ecosystem. Collate information for gap analysis and prepare reports. Provide Policy and Programme advisory service to potential and existing customers. Develop implementation guidelines for the small business development policies and strategy. Collate and maintain a reliable database on sector policies, strategies, masterplans, and programmes, Coordinate the piloting of new and improved small business development programmes. Liaise with key stakeholders on sector policy and strategies for the promotion and development of small businesses.

ENQUIRIES

Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097
POST 26/87 : ENTERPRISE DEVELOPMENT OFFICER: REF NO: ENT DEV & ENTREP 16/20-21

SALARY : R316 791 per annum
CENTRE : Pretoria

DUTIES : Conduct research on factors impacting growth and sustainability of small businesses, Develop and review (under supervision) policies and strategies that supports the creation of an enabling environment for small businesses. Conduct performance monitoring inspections to determine compliance with policies and strategies. Communicate with stakeholders, clients, management, and colleagues. Draft general correspondence such as response letters, emails, status reports, formal presentations, and submissions. Advise on procedural and technical related matters in respect of policies and strategies. Provide general administrative support to the business unit. Take minutes during stakeholder meetings, write reports, and provide logistical support during events/workshops/meetings, etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286 / 41440 / 43097

POST 26/88 : ADMINISTRATOR REF NO: DSBD/17-18/20-21 (X2 POSTS)

SALARY : R208 584 per annum
CENTRE : Pretoria
REQUIREMENTS : N6 in Office Management. A minimum of 1 – 2 years’ administrative experience in the public / private sector environment. Computer Literacy (MS Office Packages). Drivers licence would be an added advantage. Possess the following skills: organisational, negotiating, presentation, financial management, listening, and professionalism.

DUTIES : Provide meeting support service to the department which includes but not limited to: Annual meeting schedules, invitations, Attendance Register, etc.; Venue arrangements (includes refreshment); Drafting and circulating agenda items; Consolidating and circulating meeting packs (hardcopy / electronic); Taking minutes and circulating the minutes for input and approval. Provide an administrative support service to the department: Manage document flow (Incoming and Outgoing registers, document tracking etc.); Database management (capturing); Scan and copy documents; Provide logistical support and financial support services to the department: Procurement of goods and services (includes venue and catering for meetings, workshops and strategic planning sessions); Manage Petty Cash; Travel Arrangements; Order Stationery; Submit monthly budget inputs and expenditure statements as per PFMA requirements for the unit. Information Management: Consolidate weekly, monthly, and quarterly reports for business units; Collect and coordinate submission of leave forms to HR for business units; Filing in line with the Department’s approved file plan. Communicate with staff, service providers and all relevant stakeholders: Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions; Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance.

ENQUIRIES : The Recruitment Office, Tel No: (012) 394 1440 / 5286 / 3097
DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS

Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Chief Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Sport, Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE

02 December 2020 at 16:00

NOTE

Applications are hereby invited from suitably qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests.

OTHER POSTS

POST 26/89

PROJECT MANAGER

REF NO: HR/01/10/2020

(12-month contract)

Branch: Arts, Culture, Promotion and Development

SALARY

R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total salary package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE

Pretoria

REQUIREMENTS

An appropriate National Diploma or Degree (NQF6) in Business Public administration or related field. A postgraduate qualification especially in Project Management would be an added advantage, 3-5 years' experience in managing Special Projects/programme, Sound knowledge and understanding of the role and functions of arts, culture and Heritage in Broad Government Programme of Action, Experience in monitoring and evaluation principles and practices on projects and programs, Knowledge of Government programme policies, procedures, regulations and laws, including the Public Financial Management Act (PFMA), Valid driver's license, Willingness to travel, Experience in Stakeholder Management.
Knowledge and experience in SME development. Proven communication skills including report writing, Proficiency in MS Office (Word, Excel and PowerPoint), Ability to function independently and to perform under pressure

**DUTIES**

Provide high-level administrative support to the office of the DDG: ACPD by managing and coordinating various programme including amongst others, clearing up all backlogs in the COVID-19 Relief matters, the employment stimulus packages, the economic recovery plan, Living Legend Legacy program at organizational level and any other special projects that are driven through the DDG’s Office conceptualize and implement projects; support the planning, implementation, monitoring and reporting of projects; support planning and coordination of the Programme and its activities; prepare correspondence, documents, reports, presentations as required and instructed by the Board of Trustees; undertake working visits to the Board of Trustees at their own convenience in terms of the venues; manage and streamline all key areas of the Project, including finances in accordance with the vision and objectives of the Living Legend Legacy create linkages with other stakeholders in the Arts, Culture and Heritage, co-ordinate and facilitate implementation of the Living Legends Legacy(LLL) to impact on socio-economic development, co-ordinate and facilitate the implementation, evaluation and monitoring of the Projects in relation to good governance, Compile a database of all the Living Legends and keep abreast of all the developments in the Sector, build positive relations within the team, sector organizations and other external stakeholders, ensure good flow of information within the group.

**ENQUIRIES**

Ms N Ngcama Tel No: (012) 441 3430 / 082 324 3637

**INTERNSHIP PROGRAMME**

(The Internship Programme will run for a period of 24 months.)

**APPLICATIONS**

Please forward your application, quoting the relevant reference number to: The Chief Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Sport, Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria

**CLOSING DATE**

27 November 2020 at 12h00

**NOTE**

The Department of Sport, Arts and Culture is inviting applications from graduated youth who have not previously participated in any Internship Programme, are currently unemployed and who do not have previous formal experience related to their field of study. Candidates must have completed a 3-year Degree or National Diploma in any field specified below. Qualifying people with disabilities are encouraged to apply. Applications must be submitted on a completed Z83 form obtainable from any Government department (a separate application must be submitted for every position). Applications must be accompanied by a recent CV and certified copies of ID and qualifications (not older than six Months). All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks, financial standing). Correspondence will only be limited to successful candidates. If you have not heard from us within 3 Months after the closing date, please accept that your application was unsuccessful. All positions are based in Pretoria. The Department will not make provision for transport and/or accommodation to any candidate whether, travelling from or outside Gauteng.
OTHER POSTS

POST 26/90 : INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2020 (X3 POSTS)

STIPEND : R6 081.16 per month
REQUIREMENTS : 3-year Degree / Diploma in: Archival Studies, Museum, Heritage, History, Library Information, Public Administration and Build Science or equivalent qualification
ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602. Mr Mbudzeni Mashapha, Tel No: (012) 441-3524 Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/91 : INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2020 (X3 POSTS)

STIPEND : R6 081.16 per month
REQUIREMENTS : 3-year Degree/Diploma in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous Knowledge System, Art or Graphic Art, Tourism Management, or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602. Mr Mbudzeni Mashapha, Tel No: (012) 441-3524 Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/92 : INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2020 (X3 POSTS)

STIPEND : R6 081.16 per month
REQUIREMENTS : 3-year Degree/Diploma in Language Studies Major in one of the following fields – Language Planning, Terminology Development, Translation and Editing and Human Language Technology.
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602. Mr Mbudzeni Mashapha Tel No: (012) 441-3524 Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/93 : INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2020 (X2 POSTS)

STIPEND : R6 081.16 per month
REQUIREMENTS : 3-year Degree/Diploma in Dramatic Arts, Fine Arts, Motion Picture, Media Studies or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441-3602. Mr Mbudzeni Mashapha Tel No: (012) 441-3524 Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/94 : INTERN AT DDG’s OFFICE (ART, CULTURE, PROMOTION AND DEVELOPMENT) REF NO: 05/2020 (X1 POST)

STIPEND : R 6 081.16 per month
REQUIREMENTS : 3-year Degree/Diploma in Financial Management or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602 Mr Mbudzeni Mashapha, Tel No: (012) 441-3524 Mr Kenny Rikhotso Tel No: (012) 304-5229

POST 26/95 : INTERN AT INTERNATIONAL RELATIONS REF NO: 06/2020 (X2 POSTS)

STIPEND : R6 081.16 per month
REQUIREMENTS : 3-year Degree/Diploma in: International Relations, Politics or equivalent qualification.
ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441-3602
<table>
<thead>
<tr>
<th>POST 26/96</th>
<th>INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2020 (X1 POST)</th>
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<tbody>
<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in: Human Resource Management, Public Administration/ Management or equivalent qualification.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602.</td>
</tr>
<tr>
<td></td>
<td>Mr Mbudzeni Mashapha Tel No: (012) 441-3524.</td>
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<td></td>
<td>Mr Kenny Rikhotso Tel No: (012) 304-5229.</td>
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<thead>
<tr>
<th>POST 26/97</th>
<th>INTERN AT SOCIAL COHESION &amp; NATION BUILDING REF NO: 08/2020 (X1 POST)</th>
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<tbody>
<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics and Religious Studies.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602.</td>
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<td></td>
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<tr>
<th>POST 26/98</th>
<th>INTERN AT RISK MANAGEMENT REF NO: 09/2020 (X1 POST)</th>
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<tbody>
<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in: Risk Management, Commerce, Auditing, Project Management or equivalent qualification.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602.</td>
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<tr>
<td></td>
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<tr>
<th>POST 26/99</th>
<th>INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2020 (X1 POST)</th>
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<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in: Finance, Accounting, Economics or equivalent qualification</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi, Tel No: (012) 441-3602.</td>
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<tr>
<th>POST 26/100</th>
<th>INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2020 (X1 POST)</th>
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<tr>
<td>STIPEND</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in: Purchasing Management, Supply Chain Management, Public Management or equivalent qualification.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602.</td>
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<td></td>
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<tr>
<th>POST 26/101</th>
<th>INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2020 (X1 POST)</th>
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<td>STIPEND</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3 year Degree/Diploma in: Communication and Marketing or equivalent qualification</td>
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<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602.</td>
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<td></td>
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<td>Mr Kenny Rikhotso Tel No: (012) 304-5229.</td>
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<tr>
<td>POST 26/102</td>
<td>INTERN AT INFORMATION TECHNOLOGY REF NO: 13/2020 (X1 POST)</td>
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<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in Information Technology, Software</td>
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<td>Development, Web and Application Development or equivalent.</td>
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<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602</td>
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<td></td>
<td>Mr Mbudzeni Mashapha Tel No: (012) 441-3524</td>
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<td></td>
<td>Mr Kenny Rikhotso Tel No: (012) 304-5229</td>
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<tr>
<td>POST 26/103</td>
<td>INTERN AT LEGAL SERVICES REF NO: 14/2020 (X1 POST)</td>
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<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<td>REQUIREMENTS</td>
<td>A BProc or LLB degree or equivalent qualification</td>
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<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602</td>
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<td></td>
<td>Mr Kenny Rikhotso Tel No: (012) 304-5229</td>
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<tr>
<td>POST 26/104</td>
<td>INTERN AT INTERNAL AUDIT REF NO: 15/2020 (X1 POST)</td>
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<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in Auditing, Forensic Investigation, Financial Auditing or equivalent</td>
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<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602</td>
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<td>Mr Kenny Rikhotso Tel No: (012) 304-5229</td>
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<tr>
<td>POST 26/105</td>
<td>INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2020 (X1 POST)</td>
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<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in: Public Administration/ Management, Monitoring and Evaluation, Statistics, Social Sciences, Development Studies and Economics or relevant qualification.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602</td>
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<td>Mr Kenny Rikhotso Tel No: (012) 304-5229</td>
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<tr>
<td>POST 26/106</td>
<td>INTERN AT INFRASTRUCTURE REF NO: 17/2020 (X2 POSTS)</td>
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<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A National Higher Diploma or a B-Tech degree in any Build Environment Fields.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602</td>
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<tr>
<td></td>
<td>Mr Mbudzeni Mashapha Tel No: (012) 441-3524</td>
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<td></td>
<td>Mr Kenny Rikhotso Tel No: (012) 304-5229</td>
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<tr>
<td>POST 26/107</td>
<td>INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2020 (X4 POSTS)</td>
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<tr>
<td>STIPEND</td>
<td>R6 081.16 per month</td>
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<tr>
<td>REQUIREMENTS</td>
<td>3-year Degree/Diploma in: Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics or relevant qualification</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Emelda Baloyi Tel No: (012) 441-3602</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Mr Kenny Rikhotso Tel No: (012) 304-5229</td>
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</tbody>
</table>
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: 27 November 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 29/108: DEPUTY DIRECTOR: B-BBEE PROCUREMENT TRANSFORMATION AND VERIFICATION REF NO: SID&ETB/BEE 011

Overview: To assist in management as well as development and implementation of policies and strategies for Broad-Based Economic Empowerment (B-BBEE) Procurement Transformation and Verification Systems

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

CENTRE: Pretoria

REQUIREMENTS: A three-year National Diploma/B Degree in Economics/Business Management. 3-5 years’ relevant managerial experience and knowledge of (Broad-Based Black Economic Empowerment) policies and related strategies. Key Requirements: Experience in the development and implementation of policies and strategies. Experience in stakeholder management, monitoring and evaluation, people management, project management, reporting, research and analysis. Knowledge and understanding of the B-BBEE verification Framework, B-BBEE Strategy, Act, Codes and Regulations. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Employment Equity Act, Skills Development Act, B-BBEE Act, PPPFA and Regulations. Proficient in MS Office packages.

DUTIES: Provide support in development, implementation and review of the Broad-Based Economic Empowerment policy. Advise on and give inputs on development and implementation of Public Procurement policies to promote transformation. Contribution to advocacy on B-BBEE and assist with monitoring and evaluation of B-BBEE and its socio-economic impact. Assist in the development of strategies for accreditation of B-BBEE verification professionals and regulation of the verification industry.
Provide technical support and facilitate the implementation of B-BBEE Management Development Programme. Assist in managing and providing secretariat functions to forums on B-BBEE verification and procurement transformation.

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

POST 26/109 : DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: ODG/SP&PM 007

Overview: To coordinate and facilitate the process of developing departmental strategic, annual performance, business plans and performance monitoring and reporting within the dtic.

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

CENTRE : Pretoria


DUTIES : Analyse and assess departmental and branches’ Strategic Plans, departmental Annual Performance Plan and branches’ operational plans. Monitor departmental and branch performance and prepare departmental performance reports quarterly and annually. Maintain relations with all stakeholders, including other government departments, all tiers of government, organized business and labour. Co-ordinate departmental review sessions.

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

DEPARTMENT OF TRADITIONAL AFFAIRS

APPLICATIONS
Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or DTARecruitment@cogta.gov.za

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 27 November 2020

NOTE: The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID and copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Candidates may be required to undergo a competency assessment. Candidates of persons whose appointment will promote representivity will receive preference. It is the Department’s intention to promote equity by achieving all numerical targets as contained in the Department’s Employment Equity Plan. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

POST 26/110: SECRETARY: NATIONAL HOUSE OF TRADITIONAL LEADERS REF NO: 2020/06

SALARY: R1 251 183 per annum, an all-inclusive remuneration package (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE: Pretoria

REQUIREMENTS: A degree or equivalent qualification (NQF7) in Social or Management Sciences plus 5 years’ experience at senior management level working within the institution of traditional leadership or relevant organs of state. Certificate for entry into the Senior Management Services (SMS). A valid/driver’s license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Customary Law, Dispute Resolution, Negotiation skills, rural development and Policies and Legislation on National House of Traditional Leaders. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES: The successful candidate will perform the following duties: Oversee proceedings and corporate support services to the National House of Traditional Leaders. Oversee Secretarial, Programs and Support and provide office support services to the office of the Chairpersonship of the NHTL. Provide leadership in the management of the House sittings and committees. Oversee programs and finances of the National House of Traditional Leaders. Coordinate and establish internal relationships between the National House of Traditional Leaders and similar structures, ensure relationship with provincial houses, kings/queens, international bodies, participate in dispute of traditional leadership resolution,
implement the legislation of the National House of Traditional Leaders and
guide all structures of traditional leadership in the country.

ENQUIRIES : Ms T Shandu Tel No: (012) 334 0783/ Tel No: (012) 336 5830
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
27 November 2020

NOTE
Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. 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 26/111
DEPUTY DIRECTOR: ROAD INFRASTRUCTURE MANAGEMENT
REF NO: DOT/HRM/2020/43
(Branch: Road Transport)
(Chief Directorate: Road Infrastructure and Industry Development)
(Directorate: Road Infrastructure Planning)
(Sub-directorate: Road Infrastructure Management)

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

CENTRE
Pretoria

REQUIREMENTS
National Diploma in Civil Engineering / relevant degree with majors in Transport Economics as a minimum requirement or similar. At least 10 years appropriate work experience and knowledge in the road infrastructure environment-Planning, Professional Project Management, Planning and design of projects, Field Design Supervision, Site and Construction Management, Management of Multiple Contracts, Plant Management and Procurement. Must have completed management courses or have proof of his or her capabilities in practice with regards to Financial Management, Capital Management, Human Resources Management, Project and Contract Management. Knowledge and understanding of the prescripts governing the road infrastructure environment, supported by the National Road Traffic Act and SANRAL Act. Computer applications and working with large database files. Valid driver’s licence. Note the following will serve as a recommendations: Experience over and above within the road infrastructure industry, for instance transportation experience, financial management or policy development will be an advantage. Policy development skills. Knowledge of Public Financial Management Act (PFMA), Division of Revenue Act (DORA) and the Treasury Regulations. Analytical and Problem solving skills. Strategic capability and leadership. Communication skills. Client
Developing Road Management Strategies for six relevant classes of roads as per RISFSA classification. Determining needs through analysis of roads capacities, volumes and conditions. Conducting and updating road needs studies. Developing and monitoring the implementation of the road strategies. Developing an integrated infrastructure plan and investment plan for all 3 tiers of government. Ensuring implementation of Best Practice Delivery Models for roads. Monitoring detailed project planning for nationally driven road projects and dealing with road infrastructure queries. Provide coordination, monitoring and evaluation and technical & administrative support for developing, updating and implementing road network development and maintenance strategies in South Africa. Provide support on national, provincial and local levels regarding the planning, construction, maintenance, monitoring and evaluation of road infrastructure. Participate in identifying and addressing challenges on the road network and across corridors with respect to road engineering, road safety, traffic, assets and development programmes. Deal with road infrastructure queries.

ENQUIRIES
Mr W Maphakela Tel No: (012) 309 3519

POST 26/112
ASSISTNAT DIRECTOR: NON-MOTORISED TRANSPORT INTEGRATION AND NON-MOTORISED TRANSPORT DESIGNS, STANDARDS AND GUIDELINES REF NO: DOT/HRM/2020/44
(Branch: Road Transport)
(Directorate: Road Infrastructure and Industry Development)
(Sub-directorate: Non-motorised Transport Integration, Designs, Standards and Guidelines)

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria

REQUIREMENTS:
Bachelor's degree/diploma or equivalent NQF 6 qualification in Civil Engineering with 3-5 years appropriate experience. Note: The following will serve as a recommendation: Experience in the construction industry. Knowledge and experience in Non-Motorised Transport Infrastructure. Understanding of the road construction industry with working knowledge of COTO, TRH, THM Manuals. Awareness and Understanding of the relevant ISO / SABS Standards. Knowledge of relevant acts and policies. Strategic Planning and Annual Performance Plans. Coordination, Communication and interpersonal skills. Awareness and Understanding on the Public Finance and Administration, Supply Chain Management, The DORA, The MMFA the PFMA 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. Computer Literacy (MS Word / Excel / Power Point & GIS). Registration with SACPCMP or ECSA will serve as strong recommendation. Should be in possession of a valid driver’s licence and be willing to travel extensively and work beyond the normal working hours.

DUTIES:
Facilitate the development and integration of NMT infrastructure Master plans on all 3 spheres of government. Monitor the implementation of NMT infrastructure development. Assist with for the monitoring and oversight of the road maintenance programme. Provide technical and administration support to the Director & Chief Director.

ENQUIRIES:
Ms. M Goudkamp Tel No: (012) 309 3863. / Mr. D Manzini: Tel No: (012) 309 3964
ANNEXURE T

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 27 November 2020

NOTE : Interested applicants must submit their applications for employment to the
e-mail address specified to each post. Applications must be submitted on
a signed and dated Z83 form, obtainable from any Public Service
Department, and should be accompanied by a comprehensive CV as well
as copies of qualifications and identity document. No late, applications will
be accepted. Original/certified copies must be produced by only
shortlisted candidates during the interview date. A SAQA evaluation report
must accompany foreign qualifications. Applications that do not comply
with the above-mentioned requirements will not be considered. All
shortlisted candidates for SMS posts will be subjected to a technical and
competency assessment. A pre-entry certificate obtained from the
National School of Government (NSG) is required for all SMS applicants.
Candidates will complete a financial disclosure form and also be required
to undergo a security clearance. Foreigners or dual citizenship holders
must provide the Police Clearance certificate from country of origin. The
Department of Water Sanitation is an equal opportunity employer. In the
filling of vacant posts the objectives of section 195 (1) (i) of the
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. Correspondence will be
limited to short-listed candidates only. If you do not hear from us within
two (2) months of this advertisement, please accept that your application
has been unsuccessful. The department reserves the right not to fill these
positions. Women and persons with disabilities are encouraged to apply
and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 26/113 : CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF
NO: 271120/01
Branch: Finance WTE

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

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant Bachelor’s Degree in Finance/Supply Chain Management
(NQF level 7) or relevant qualification. Five (5) years’ experience at a
senior management level. A pre-entry certificate obtained from the
National School of Government (NSG) is required. Sound knowledge and
experience in Supply Chain Management, Financial Management,
Accounting and Financial analysis. A valid driver’s licence (A copy must
be attached. Understanding of Public Finance Management Act, Treasury
Regulations and PPPFA. Practical knowledge of BAS and Logistics
financial management systems. Good people management,
empowerment, and problem-solving analysis, change management
interventions and knowledge management skills. Service delivery
analysis, client orientation and customer focus skills. Good
communication skills both verbal and written. Conflict management,
accountability and good ethic conduct. Honesty and integrity is pivotal.

DUTIES : Lead the development of supply chain and policies and procedures. Guide
review of policies. Create and maintain awareness on internal control
measures to ensure effective procurement management. Facilitate the
development and implementation of internal control measures. Oversee
the management of electronic procurement and contract management
systems. Facilitate meetings with key stakeholders e.g. IT (review and
maintenance of system). Ensure implementation of centralisation of Chief
buyers. Ensure payments are conducted timeously to suppliers. Facilitate

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 26/114
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mr. F Moatshe Tel No: (012) 336 7647
Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
Ms. L Mabole
DIRECTOR: SECURITY MANAGEMENT REF NO 271120/02
Branch: Corporate Services Directorate Security Management
R1 057 326 per annum (Level 13) (All-inclusive package)
Pretoria Head Office

The implementation of Security, Safety and Vetting Services in regard to Security and OHS standards. Ensure and Manage administration of safety compliance with regard to Occupational, Health and Safety standards (OHS) Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures with the directorate. The assurance of compliance with security prescripts. Develop, manage and implement strategies, policies and procedures within Safety and Security management. Ensure operational efficiency and service delivery improvement within Safety, Security and Vetting Services. Develop, manage and implement strategies, policies and procedures within Safety, Security and Vetting Services. Management Develop and implement of
governance processes, frameworks and procedures within the
Directorate.

ENQUIRIES : Mr. KM Govender Tel No: (012) 336 7765
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant
reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabole

OTHER POSTS

POST 26/115 : CHIEF ENGINEER GRADE A REF NO: 271120/03
Branch: Chief Operations Office: Mpumalanga Infrastructure
Development & Maintenance
SALARY : R1 042 827 per annum (All-inclusive package)
CENTRE : Mbombela
REQUIREMENTS : An Engineering degree (Civil) (B Eng / BSc (Eng) or relevant qualification.
Six (6) years post qualification experience. Compulsory registration with
ECSA as a Professional Engineer (Attach proof of registration). A valid
driver’s Licence (copy must be attached). Knowledge and understanding
of Government Legislations relevant to the Sector. Knowledge and
understanding of Government Procurement for the Infrastructure projects.
Programme and project management skills. Knowledge of Engineering,
legal and operational compliance. Mobile equipment operating skills.
Engineering design and analysis. Knowledge and skills in Maintenance.
Knowledge of Engineering Code of Conduct; risk management; technical
report writing; Knowledge of financial management. Research and
development skills. Computer-aided engineering applications. Creation of
high performance culture. Technical consulting. Engineering and
professional judgement. Communication skills both verbal and written.
Computer skills; people management skills, planning and organising,
conflict management, negotiation skills and change management.
Strategic capability and leadership. Problem solving and analysis.
Decision making; team leadership, creativity, financial management,
customer focus and responsiveness.

DUTIES : Render technical advices and support to WSAs Project Managers. Ability
to monitor the development and assessment of technical reports,
feasibility studies of all infrastructure projects implemented by the
Department. Approval / Acceptance of all technical designs for projects
implementation under the Department. Provide technical and professional
advice on the development needs and conceptualize possible solutions to
meet water demands. Carry out monitoring of feasibility studies. Monitor
refurbishment projects of bulk water infrastructures. Manage
administrative, financial and personnel related matters. Conduct field
inspections on implementing projects to ensure compliance towards
norms and standards of Water Sector Support. Engineering principles are
to be applied to ensure water service infrastructure development and
maintenance programme and project management, legal and operational
compliance. Assists in developing annual business plans and budget for
the Directorate. Revise plans quarterly. Provide verbal and written reports
to manager. Manage Professional Service Providers (PSPs) contracts.
Oversee and manage all work conducted by PSPs. Delegate work to
PSPs. Oversee and monitor all PSP contracts.

ENQUIRIES : Ms Matiso M Tel No: (013)759 7330
APPLICATIONS : Mpumalanga (Mbombela): Please email your application quoting the
relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/116 : CHIEF ENGINEER GRADE A REF NO: 271120/04
Branch: NWRI Head Office
SALARY : R1 042 827 per annum (All-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS: An Engineering degree (B Eng / BSc (Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Attach proof of registration). A valid driver’s Licence (copy must be attached). Knowledge of programme and project management. Experience in water use licence and waste facilities designs assessments. Good working knowledge of National Environment Management Act (NEMA), National Water Week Act (NWA), Water Resources Infrastructure Development, ECSA Board notice, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA): Knowledge of Engineering, legal and operational compliance. Risk management; technical report writing; Research and development skills; Engineering and professional judgement; Communication skills both verbal and written; Computer skills; people management skills; planning and organising; conflict management; negotiation skills and change management; Strategic capability and leadership; Problem solving and analysis; Decision making; team leadership; creativity; financial management; customer focus and responsiveness.

DUTIES: Integration of environmental requirements in designs; evaluate water use license applications designs including those of waste management facilities; advise other chief directorates on civil design specifications to ensure compliance with environmental statutes and other relevant legislation. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice on support services within the Directorate as well as to other directorates and organizations; Keeping abreast with the latest developments in the fields of Integrated Environmental Engineering and formulating new guidelines and standards to reflect the latest trends; Mentoring and training Graduate Trainees, Candidate Engineers and Technicians; Managing administrative, financial and personnel-related functions.

ENQUIRIES: MR J Maluleke Tel No: (012) 336 8875
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION: Ms. L Mabole

POST 26/117: SCIENTIFIC MANAGER GRADE A: REF NO 271120/05
Branch: Planning and Information Resource Quality Information

SALARY: R854 154 per annum (all-inclusive OSD salary package)
CENTRE: Pretoria, Roodeplaat Dam
REQUIREMENTS: MSc degree or relevant qualification in numerical, earth or natural science. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a professional natural scientist (copy of registration must be attached), with continuous professional development to keep up with new technologies and procedures. A valid driver's license (copy must be attached). The following competencies are essential: planning, organising, conflict and people management, problem solving and change management, scientific, co-ordination and organisational skills; understanding and knowledge of the National Water Act and related legislation; understanding and knowledge of water quality monitoring, data analysis and reporting; Scientific leadership abilities and skills in mentoring Scientists; programme and project management, scientific methodologies and models, scientific presentation, creativity, initiative and well-developed skills in strategic and innovative thinking; Written and verbal communication skills, demonstrated by a publication record and technical report writing; Experience in information systems including applications in Geographical Information Systems (GIS), statistical or modelling environment; Advanced computer literacy with programming skills, for example in C++, Python or R. A post-graduate qualification in Hydro-informatics and supported by experience will be an added advantage.
DUTIES: The incumbent will lead the Sub-directorate: Resources Quality Information, whose primary responsibility is amongst others development and maintenance of information systems for water quality and ecosystem monitoring. He/she will be responsible for the following: provision of water quality information from the national monitoring programmes to all identified clients and stakeholders; working with a multidisciplinary scientific team that develops systems to acquire, store, assess and disseminate water resource information in support of water resource quality assessment; guiding the development of strategies, procedures and guidelines for information systems related to national water quality monitoring and assessment; providing assessment information and knowledge for water quality applications in a GIS environment; provide strategic leadership and direction in aligning projects to organizational strategies, provide support and advice to the industry and stakeholders; develop and maintain relationships/collaborations and review scientific documents. Lead, coordinate and develop scientific methodologies and models and regulatory frameworks by designing scientific methodology for the analysis of scientific data/models, ratify the evaluation, monitoring and dissemination of data, design and development appropriate scientific models to generate information and knowledge, formulate and evaluate proposals and compile reports. Have knowledge on financial management: able to allocate, monitor, and control expenditure according to the allocated budget to ensure efficient cash flow management. People management; staff development, motivation, manage staff key performance areas and monitor and implement Performance Management Development System (PMDS). Governance on risk management. Managing the Directorate's outsourced information technology services; Providing water resources expertise to all stakeholders including the Resource Quality Information Services directorate, the water sector and any other interested parties; Supporting or leading technical reporting and publication of water quality information, via internal reports, publications and the directorate web page; Reviewing internal and external scientific documents and publications.

ENQUIRIES: Ms T Masilela Tel No: (012) 808 9619
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION: Ms. L Mabole
POST 26/118: SCIENTIFIC MANAGER GRADE A REF NO: 271120/06
Branch: Planning and Information Industrial Mining and Power Sector

SALARY: R854 154 per annum (all-inclusive OSD salary package)
CENTRE: Pretoria Head Office
REQUIREMENTS: MSc Degree or relevant qualification. Six (6) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist (proof of registration must be attached). A valid Driver’s licence (Attached a copy). Programme and project management experience. Scientific methodologies and models; research and development; ability to effectively liaise with a wide range of sector role players and Understanding of the National Water related legislation and policies.

DUTIES: Implementation of various environmental management techniques with significant bearings in the improvement of water use efficiency such as appropriate water efficient technology, life cycle assessment techniques, pinch technologies, water management systems and practices; Water Use Efficiency aspect of self-regulatory processes such as ISO 14001 environmental management systems and targets set for continuous improvement; Assessment, analysis, interpretation and reporting of water loss data; Raise the strategic importance of water use efficiency at corporate level in the IMP sector; Monitor and evaluate performance of the IMP sector to facilitate input of IMP sector as part of the WC/WDM component of the NWRS; Engage industry representative bodies to
develop joint regulatory measures such as water use efficiency benchmarks, management practices, targets and key performance indicators for various industrial process operation and overall measures to improve productive use of water in the sector; Promote Conservation and efficient utilization of water through authorization processes; Facilitate the roll out of WC/WDM improvement systems such as closed loop water management systems, treatment of effluent with objectives to enhance recycling, reuse and compliance with sectorial determined benchmarks and water use efficiency management practices through the water use authorization process; Drive the implementation of business plans developed for the IMP sector as part of the potential assessment for WC/WDM in the Water Management Areas in the regions and Effective management and performance in the implementation of the IMP units projects.

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APPLICATIONS
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POST 26/119
SALARY
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REQUIREMENTS
DUTIES
ENQUIRIES
FOR ATTENTION
POST 26/120
SALARY
CENTRE

DUTIES: Manage the financial revenue, expenditure, management and accounting sub-directorate. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Effective management of regional budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with Regional compliance on all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures and circulars. Manage Internal Control Unit functionalities. Proper recording of all Accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/ journals, accounting and reporting, interim and annual of statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requires administrative reports, serve on transverse task team as required.

ENQUIRIES: Ms P Makhanya Tel No: (043) 604 5401/6
APPLICATIONS: Eastern Cape: Please email your applications quoting the reference number to ECRRecruitment@dws.gov.za
FOR ATTENTION: Ms LT Malangabi
POST 26/121: MANAGER: REGIONAL INFORMATION SERVICES SUPPORT REF NO 271120/09
Branch: Chief Operation Officer: Gauteng
SALARY: R733 257 per annum (Level 11), (All-inclusive package)
CENTRE: Gauteng Provincial Office
REQUIREMENTS: A National Diploma or Degree or in Information Technology (NQF L6) or equivalent. Certification in ITIL and Project Management will serve as an advantage. Six (6) to ten (10) years management experience in Information Technology environment. Knowledge and understanding of government policies. Knowledge of administrative processes and systems. Financial management and knowledge of PFMA. Knowledge in research, design and methodology. Communication skills. Client orientation and customer focus. Problem solving and analysis. People and
diversity management. Programme and project management. A valid driver’s licence and willingness to travel.

**DUTIES**

To render IT strategic leadership, administration, coordination and management. Manage IT procurement, including the establishment of the Regional IT Committee. Perform Regional IT contract and SLA management. Ensure Regional compliance to IT Governance framework. Compile and management IT budget. Ensure proper facility management and implement security policies. Ensure provision of training and support to end-users. Analyse service desk reports and make recommendations. Ensure smooth linkages between operations and technical functions. Manage vendors and 3rd parties. Provision/coordination of technical support and ensure technical stability of application systems. Research on new systems development tools. Align systems to Departmental strategic directions. Ensure availability, integrity, access, storage and security of all data within the Department through the creation of an integrated knowledge management service and a business intelligence function. Manage the maintenance of LAN Communication infrastructure including videoconference/communication infrastructure and solutions. Supervise and render performance management to the Regional IT support team.

**ENQUIRIES**

Mr. PS Nevhorwa Tel No: (012) 392 1324

**APPLICATIONS**

Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPRecruitment@dws.gov.za

**FOR ATTENTION**

Mr D Masoga

**POST 26/122**

**DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO 271120/10**

Branch: Chief Operation Officer: Gauteng

**SALARY**

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

**CENTRE**

Gauteng Provincial Office

**REQUIREMENTS**


**DUTIES**

Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Ensure uniform implementation of Employee Relations guidelines, policies and directives within the Department by providing Employee Relations training. Represent the Department conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Employee Relations practices accordingly. Manage the finances, resources and the people of the sub-directorate.

**ENQUIRIES**

Mr PS Nevhorwa Tel No: (012) 392 1324

**APPLICATIONS**

Gauteng Provincial Office Please email your applications quoting the relevant reference number to GPRecruitment@dws.gov.za
FOR ATTENTION: Mr D Masoga

POST 26/123: DEPUTY DIRECTOR: ADMINISTRATION REF NO: 271120/11
Branch: NWRI
SD: Project Support (NWRI)

SALARY: R733,257 per annum (Level 11), (All-inclusive package)
CENTRE: Pretoria
REQUIREMENTS:
A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Administration. A valid driver’s licence. Knowledge of public sector planning and budgetary processes. Sound knowledge and understanding of PFMA, Treasury Regulations, SCM policies, Constitution of the Republic of South Africa, public sector legislation and Batho-Pele principles. Knowledge and understanding of the challenges facing DWS, policy development processes and project management principles. Good communication, presentation, report writing, interpersonal relations, planning, organising, decision-making, consultation, coordination, conflict resolution and management, problem solving and analytical skills. Honesty, reliable, people and diversity management, client orientation and customer focus, professional, accountable and ethical conducts are highly recommended. Computer literacy skills.

DUTIES: The successful candidate will be reporting to the Director: Strategic Support and perform the following duties: Provide administrative leadership on the finances of the Branch: NWRI through the development of budget. Coordinate requests for information (RFI) and responses to Audit findings. Coordinate the submission of demand management plan to Finance in consultation with the Chief-Directorates. Develop and ensure effective implementation of audit plans for the Branch: NWRI. Coordinate the submission of periodic variance/deviations analysis and expenditure reports (IYM) by drawing data from various financial systems and submit to Finance on behalf of the Branch: NWRI. Coordinate Supply Chain Management (SCM) activities in the Office of the Deputy Director-General: NWRI and across the Branch. Analyze the Departmental and sector strategic plans to ensure proper budget alignment, planning and resource allocations. Assist in the development and implementation of strategic plans of the Branch in line with the Departmental mandate. Develop, review, monitor and implement financial policies, procedures and internal controls in consultation with Finance. Ensure proper management (tracing and filing) of all correspondences and documents related to finance and SCM. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Manage resources allocated to the Unit.

ENQUIRIES: Mr. M. J. Lambani Tel No: (012) 336 8620
APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za

FOR ATTENTION: Ms. L Mabole

POST 26/124: GISC PROFESSIONAL PRODUCTION GRADE A-C REF NO: 271120/12
Branch: Chief Operations Office: Northern Cape
SD: Water Sector Planning & Support

SALARY: R618,732 - R939,621 per annum (All-inclusive OSD salary package) (Offer will be based on proven years of experience)
CENTRE: Kimberley
REQUIREMENTS:
A Four (4) year Bachelors Degree in GISc (NQF Level 7) or relevant qualification. Compulsory Registration with South African Geomatic Council (SAGC) as a GISc Professional. Three (3) years post qualification GISc professional experience. A valid driver’s licence (Attach a copy). Experience in GISc, legal and operational compliance, GISc implementation, standard development and policy formulation.
Knowledge of GISc operational communication, Spatial Modelling and research and development. Knowledge of GISc applications and on professional judgement. Strategic Capability and leadership competencies. Knowledge of Programme and Project management, Financial management and HR management. Problem solving and analysis, client orientation and customer focus. Good communication skills, accountability and ethical conduct.

**DUTIES**
- Plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis. Conduct the cost benefit analysis. Execute the functional requirement analysis. Manage and supervise Benchmarking. Develop the conceptual database design. Execute high level user requirement analysis. Develop processing model and workflow diagrams. Develop, implement spatial and other standards. Determine capacity requirements. Perform monitor and evaluate. Identify and understanding underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modelling for Institutional strategic guidance. Develop and evaluate alternative strategic solutions. Recommend the best possible policy direction. Identify, investigate and evaluate new technologies. Advise on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly. Develop appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and councils on GISc matters. Manage human resource requirements. Draft tender documents and terms of reference. Draft service level agreements. Determine project cost and quality levels. Develop contingency plans and adhere to financial legislations and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to.

**ENQUIRIES**
Mr B Viljoen Tel No: (053) 830 8800

**APPLICATIONS**
Northern Cape (Kimberley), Please email your application quoting the relevant reference number to: ncrecruitment@dws.gov.za

**FOR ATTENTION**
Ms C Du Plessis

**POST 26/125**
CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO 27112/13
Branch: Chief Operations Office: Mpumalanga – Enforcement

**SALARY**
R495 219 per annum (OSD)

**CENTRE**
Mbombela

**REQUIREMENTS**

**DUTIES**
- Implement and enforce the National Water Act, 36 of 1998, National Environmental Management Act, and Department of Water and Sanitation policies and regulations. Assist in the development of policies and regulations for the Water Sector Regulation Branch. Conduct routine water use compliance inspections and audits of water use authorization issued in terms of the NWA. Plan and lead routine compliance inspections and audits in line with the CME Standard Operating Procedures to ascertain compliance and non-compliance to NWA and relevant legislations. Compile inspection, audit and investigation reports.
Implement suspension and withdrawal of entitlement to water use authorisation issued in terms of the NWA. Conduct investigations of all unlawful water uses in terms of the NWA in the Region. Manage the database of all authorized water users in the Olifants Catchment in liaison with WARMS and Water Use Authorization sections. Conduct investigations where non-compliance is suspected to verify available information and to gather admissible evidence in support of enforcement action. Initiate and implement enforcement action through administrative and criminal procedures in line with the provisions of the NWA. Conduct joint compliance inspections and investigations with other government departments for promotion of compliance to specific environmental management Acts. When conducting Compliance Monitoring and Enforcement, ensure compliance to section 33 of the constitution of the Republic of South Africa, PAJA and PAIA. Supervise Environmental Officers and Graduate Trainees.

ENQUIRIES: Ms Nyalunga G.H Tel No: (013) 759 7314
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M
POST 26/126: CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO 271120/14
Branch: Chief Operations Office: Mpumalanga - Institutional Oversight

SALARY: R495 219 per annum (OSD)
CENTRE: Bronkhorstspruit
REQUIREMENTS: A four (4) year degree or equivalent qualification in Natural or Environmental Sciences. Six years’ post-qualification experience in environmental and water management field, waste management, industries, rural and urban development. Understanding of the Department’s role and policy with respect to water resource management. Knowledge of National Water Act, 36 of 1998, Water Services Act, 108 of 1997 and related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Innovative thinking and networking skills. Knowledge of Human Resource Policies. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy. A valid driver’s license (certified copy must be attached). Good communication (verbal and written), presentation and report writing skills. Able to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

DUTIES: Lead and supervise the development of policies and strategies to manage impacts on water resources in accordance with the National Water Act, 1998 (Act 36 of 1998) and other Departmental policies and strategies. Play a role in the budgeting and expenditure for the Directorate. Provide specialist input and supervise the evaluation of license applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management and make recommendations regarding the issuing of licenses. Be involved in the management of projects relevant to the management of water resources management initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resource, whose use may contribute to the deterioration of water quality and the users affected by or interested in the potentially detrimental water use such as communities, NGO’s, local provincial and national government

ENQUIRIES: Mr. Shibambo S Tel No: (013) 759 7326
APPLICATIONS: Bronkhorstspruit Please email your applications quoting the relevant reference number to MPRecruitment@dws.gov.za.
FOR ATTENTION: Ms. Mkhwanazi FM
POST 26/127 : ASSISTANT DIRECTOR MONITORING, EVALUATION AND REPORTING REF NO: 271120/15
Branch: Chief Operations Office: Mpumalanga

SALARY : R470 040 per annum (Level 10)
CENTRE : Mbombela
REQUIREMENTS : A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management experience in monitoring and evaluation, analytical assessments, project management and report writing. A valid driver’s licence (Attach a copy). Good knowledge of Monitoring and Evaluation research methodologies and strategic planning. Good communication and computer skills, with good knowledge of MS Office Suite, data analysis methods and tools. Good understanding of Performance Management System. Knowledge and experience of project management/project monitoring and financial management will be an added advantage. A demonstrated, firm understanding of the Water and Sanitation sector and Water Sector legislation. Knowledge of the Public and Government processes. Be able to work under pressure multiple deadlines.

DUTIES : Report to the Deputy Director: Strategic Support and M&E. Responsible for analyzing monthly and quarterly reports. Facilitate the reporting of infrastructure related programme performance within various departmental management structures. Facilitate knowledge sharing with other sector departments. Take part in project site visits and ensure spot checks on all infrastructure related projects. Assist with the analytical and strategic assessment of progress against sector programme targets. Respond timeously to ad hoc queries from the Region with regards to water sector performance.

ENQUIRIES : Ms Matiso M Tel No: (013) 759 7330
APPLICATIONS : Mbombela: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 26/128 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 271120/16
Branch: Chief Operations Office: North West

SALARY : R470 040 per annum (Level 10)
CENTRE : Mmabatho

DUTIES : Oversee the integration of all existing monitoring and reporting systems within the Department. Manage, monitor and evaluate Departmental programmes and align them with wide programme action. Manage and co-ordinate reporting instruments and tools on monitoring and evaluation. Establish early systems on reporting performance of the Department.
Manage Anti-corruption and Audit risk areas in implementing programmes of the Department. People Management.

ENQUIRIES: Mrs. Tsibane P Tel No: (018)387 9636
APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to: NWRecruitment@dws.gov.za
FOR ATTENTION: Mr MJ Ntwe

POST 26/129: ASSISTANT DIRECTOR: MONITORING, EVALUATION AND STRATEGIC SUPPORT REF NO: 271120/20
Branch: Chief Operations Office: Eastern Cape

SALARY: R470 040 per annum (Level 10)
CENTRE: King Williams Town
REQUIREMENTS: A National Diploma or Degree in Social Science or Public Administration. Three (3) to five (5) five years appropriate experience in analytical assessments and report writing. A valid driver’s licence (Attach a copy). Good knowledge of monitoring evaluation research methodologies and strategic planning. Excellent communication; analytical, document management and report writing skills. Team work orientation. Good inter- and intra- personal skills. Computer literacy; with good knowledge of Ms Office suit; working knowledge of SPSS and data analysis methods and tools. A demonstrated firm understanding of the water and sanitation sector legislation. Knowledge of the Public Sector and Government processes.

DUTIES: Reporting to the Deputy Director: M & E and Strategic Support; the incumbent will assist in regional business plan development and alignment of the Directorate’s operational plans with the Region’s BP. Ensuring alignment of the budget; the region’s branch and regional business plan. Ensure alignment of projects with Departmental and provincial strategic priorities. Verify projects and physical progress against reported expenditure and report on the physical- financial performance of the Region. Assist in the compilation of the regions annual report. Monitor and report on the performance of the Region. Facilitate reporting of programme performance of the Region to various departmental management structures. Facilitate knowledge sharing with other sector departments; including consolidating quarterly and monthly reports. Assist in the provision of information or compile ministerial or parliamentary questions, imbizo and NCOP reports. Represent the Department at various meeting as may delegated.

ENQUIRIES: Ms. Makhanya Tel No: ((043) 604 5401/6
APPLICATIONS: Eastern Cape (King Williams Town): Please email your applications quoting the relevant reference number to ECRrecruitment@dws.gov.za
FOR ATTENTION: Ms LT Malangabi Tel No: (043) 604 5476
NOTE: Short listed candidates will be required to partake in a practical report writing and competency assessment.

POST 26/130: CONTROL SURVEY TECHNICIAN GRADE A REF NO: 271120/17
Branch: Planning & Information

SALARY: R446 202 per annum (OSD)
CENTRE: Pretoria Head Office

**DUTIES**
- Leading of Deflection Survey Team. Survey design and analysis. Perform surveys, reviews and quality control on new survey requests according to set standards and designs. Maintain survey operational effectiveness. Manage the execution of asset maintenance strategy through the provision of appropriate controls. Allocate, monitor and control resources. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management. Training and mentorship of learner interns, graduate trainees.

**ENQUIRIES**
Ms C Rajah; Tel No: (012) 336 8130

**APPLICATIONS**
Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

**FOR ATTENTION**
Ms. L Mabole

**POST 26/131**
ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A (WTE) REF NO: 271120/18 (X2 POSTS)
Branch: Chief Operations Office: Mpumalanga

**SALARY**
R402 045 per annum (OSD)

**CENTRE**
Lydenburg and Bronkhorstspruit

**REQUIREMENTS**
A relevant Honours degree in Environmental or related fields. Experience in integrated water resource management and water resource protection will serve as an added advantage. Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. A valid driver’s license (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

**DUTIES**
- Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Program Reports and Development Applications in the Oliphant’s Water Management area. Liaise with stakeholders in the Water Sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, local authorities etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water Use License Applications in Water Management Areas.

**ENQUIRIES**
Mr. Macevele S, Tel No: (013) 923 2061

**APPLICATIONS**
Lydenburg and Bronkhorstspruit: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za

**FOR ATTENTION**
Ms. Mkhwanazi F.M

**POST 26/132**
ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO 271120/19
Branch: Chief Operations Office: Western Cape
DIV: Asset Management

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

DUTIES: Monitor and review the capturing of all physical assets in the physical assets management registers. Monitor and review the allocation of assets to assets holders. Oversee and review the monitoring of assets in accordance with the relevant policies and procedures. Promote correct implementation of sound assets management practices. Supervise employees to ensure sound physical assets management. Manage assets strategy, budgeting and planning. Manage asset acquisition and assets operation and maintenance. Manage the assets register and assets disposals. Implement policy on acquisitions, transfer, disposal, amortization and writing off of both fixed and movable assets. Implement guidelines for the implementation of the assets. Ensure compliance with assets maintenance policy. Ensure the optimum security of assets. Ensure sound administration of assets acquisition and monitor assets acquisition in line with budget allocation. Adhere to assets operation in line with assets management policy. Monitor maintenance costs on assets. Manage the tracking and recording of assets movement, categorization of assets into fixed or non-fixed assets, reflection of assets on the register and managing annual asset verification. Dispose of economically obsolete assets according to policy and the recouping of assets or its value in settling employee debt to the department. Manage and coach staff and ensure relevant training and development of staff.

ENQUIRIES: Mr G Leak, Tel No: (021) 941 6007  
APPLICATIONS: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za

FOR ATTENTION: Ms K Melelo  
POST 26/133: OFFICE MANAGER REF NO: 271120/21  
Branch: Chief Operations Office: Eastern Cape

SALARY: R376 596 per annum (Level 09)  
CENTRE: King Williams Town  
REQUIREMENTS: A National Diploma or Bachelor's Degree in Office Management and Technology / Public Management/ Business Administration. Three (3) to five (5) years' experience in office management field in the public sector. A valid driver’s licence (Attach a copy). Understanding and knowledge of public service policies and administrative procedures. Knowledge of the functioning of the national, provincial and local governments and intergovernmental relations. Computer literate (MS Word, Excel and PowerPoint). Proven knowledge and experience in secretarial duties. Sound organizational skills. Good people skills. High level of reliability. Excellent writing skills. Ability to act with tact and discretion. Understanding of dispute resolution process. Financial Management and knowledge of PFMA. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. An understanding of and
commitment to government objectives, policies and programmes. Ability to ensure a high level of ethical conduct and quality.

**DUTIES**: Ensure screening of all incoming correspondence (Email, letters, reports, submissions and phone messages). Secretarial services, logistics, subsistence and travel arrangements and claims. Provide a clerical support service to the Chief Director. Ensure that Regional Top Management meetings are arranged and assessment sessions are scheduled. Ensure that Annual Leave Plans for all managers are submitted. Typing of Provincial Head’s monthly travel schedule and submissions requesting approval of amended schedule. Ensure that financial procedures are observed in the section. Compile monthly reports. Scheduling of appointments/meetings or activities and Coordination of Top Management diaries. Manage procurement. Collation of information and conduct research for presentations. Arrange and organize workshops and meetings. Represent Chief Director at certain meetings and workshops, take notes and give detailed report to the Chief Director following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt.

**ENQUIRIES**: Ms P Makhanya Tel No: (043) 604 5401/6

**APPLICATIONS**: Eastern Cape (King Williams Town): Please email your applications quoting the relevant reference number to ECRenruitment@dws.gov.za

**FOR ATTENTION**: Ms LT Malangabi Tel No: (043) 604 5476

**POST 26/134**: SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 271120/22
Branch: Chief Operations Office: Limpopo
SD: Human Resource Management

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Polokwane

**REQUIREMENTS**: A National Diploma or Degree in Human Resources Management or relevant. Three (3) to five (5) years' experience in Personnel Management matters and Planning, Recruitment and Selection. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. (Attached copy). Knowledge and understanding of Public Service Act, Public Service Regulations, Employment Equity Act and PFMA. Knowledge and experience of recruitment, selection and appointment procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of database and spreadsheet applications. Knowledge and experience of drafting submissions. Client orientation and customer focus skills. Good communication skills both verbal and written.

**DUTIES**: Supervision of recruitment and selection unit. Interpretation and implementation of relevant statutory prescripts and policies. Draft adverts for placements. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the interview processes. Draft appointment submissions and route it for approval. Contact relevant businesses who deal with competency assessments and refer selected candidates for competency assessment test. Implementation of appointments. Request reports from Persal. Ensure supervision, training and motivation of staff.

**ENQUIRIES**: Mr HH khosa Tel No: (015) 290 1222

**APPLICATIONS**: Limpopo (Polokwane): Please email your application, quoting the post reference number, to: LPRenruitment@dws.gov.za

**FOR ATTENTION**: Mr. HH Khosa
<table>
<thead>
<tr>
<th>POST 26/135</th>
<th>SENIOR TRAINING OFFICER REF NO 271120/23</th>
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<tbody>
<tr>
<td>Branch: Chief Operations Office: Limpopo</td>
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<tr>
<td>SD: Human Resource Management</td>
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<tr>
<td>SALARY      : R316 791 per annum (Level 08)</td>
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<td>CENTRE      : Polokwane</td>
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<td>DUTIES      : The development of training programmes, procedure manuals and guides on course materials. The evaluation of training materials prepared by instructors to assess applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess and record training activities and training program effectiveness for improving existing programmes. Coordination of Bursaries, internship, learnership, ABET, short course, conferences and seminars. The implementation of PMDS</td>
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<tr>
<td>ENQUIRIES   : Mr. MJ Mpe Tel No: (015) 290 1351</td>
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<td>APPLICATIONS: Limpopo (Polokwane): Please e-mail your application quoting the post reference number to: <a href="mailto:LPRecruitment@dws.gov.za">LPRecruitment@dws.gov.za</a></td>
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<td>FOR ATTENTION: Mr. HH Khosa</td>
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<tr>
<th>POST 26/136</th>
<th>PRINCIPAL COMMUNICATIONS OFFICER REF NO: 271120/24</th>
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<tbody>
<tr>
<td>Branch: corporate services</td>
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<td>Dir: internal communication</td>
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<td>SALARY      : R316 791 per annum (Level 08)</td>
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<td>CENTRE      : Pretoria Head Office</td>
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<td>REQUIREMENTS: A National Diploma or Degree in Communication Journalism, Public Relations, Digital Media, Marketing or relevant. At least three (3) years of experience in a communication environment on social media applications. A valid drivers licence (Attach a copy). Passion and proven work experience as a Social Media Manager. Knowledge awareness of current news trends. Excellent writing, editing and proofreading skills. Ability to package content for social media use. Training in social media use will be an added advantage. Knowledge of communications principles, techniques and tools. Problem solving and Analysis. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines.</td>
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<td>DUTIES      : Manage all social media platforms of the Department. Design and implement social media strategy to align with Departmental campaigns and programmes. Develop and implement social media content plan to be used on social media platforms by means of audio-visuals and online posters. Perform research on current benchmark trends and audience preferences. Communicate with followers respond to queries in a timely manner.</td>
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<tr>
<td>ENQUIRIES   : Ms Lebogang Maseko Tel No: (012) 336 8337</td>
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<td>APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to <a href="mailto:Recruitment@dws.gov.za">Recruitment@dws.gov.za</a></td>
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<td>FOR ATTENTION: Ms. L Mabole</td>
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<tr>
<th>POST 26/137</th>
<th>SENIOR PERSONNEL PRACTITIONER REF NO: 271120/25</th>
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<tbody>
<tr>
<td>Branch: Chief Operations Office: North West Recruitment And Selection</td>
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<tr>
<td>SALARY      : R316 791 per annum (Level 08)</td>
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</table>
CENTRE: Mmabatho

REQUIREMENTS:
A National Diploma or Degree in Human Resources Management. Three (3) to five (5) years’ experience in Human Resources Management matters. In-depth knowledge in HR Planning, Recruitment and Selection. Full Persal Training course Certificate. Knowledge of the PSA, PSR and other relevant Human Resource prescripts and legislation. The ability to interpret HR policies and prescripts and to apply them. Organizing and sound interpersonal skills. Good communication skills (written and verbal). Ability to work under pressure. Computer literacy in Ms Office suite. Proven experience and knowledge of PERSAL administration functions. Full Persal Training course Certificate. Knowledge of the PSA, PSR and other relevant Human Resource prescripts and legislation. The ability to interpret HR policies and prescripts and to apply them. Organizing and sound interpersonal skills. Good communication skills (written and verbal). Ability to work under pressure. Computer literacy in Ms Office suite. Proven experience and knowledge of PERSAL administration functions.

DUTIES:
Facilitate the implementation of Human Resources Policies, strategies, procedures and practices. Assist with advertising of posts. Update the Employment Equity database on a regular basis. HR provisioning (recruitment and selection). Screening and profiling the applications for employment. Serve as a scribe during short listing and interviews process. Compile and prepare employment offer/s and regret letters on appointments and transfers. Verification of qualifications. Implementation of all HR-related transactions on Persal system. Handle HR related queries on a daily basis according to Batho Pele Principles.

ENQUIRIES: Mr MJ Ntwe Tel No: (018) 387 9531
APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to NWRecruitment@dws.gov.za

FOR ATTENTION: Mr MJ Ntwe

POST 26/138: ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: REF NO: 271120/27
Branch: Chief Operation Office: Eastern Cape

SALARY: R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)
CENTRE: King Williams Town

REQUIREMENTS:

DUTIES:
Render technical services to the Directorate. Assist Engineers, Technologists and Associates in field, workshops and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Technical designs and specifications. Implementation standards. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Improved professional knowledge. Updated methodologies. Budget inputs. Progress reports. Engineering/technical inputs supervised staff.

ENQUIRIES: Mr. L Mditshane Tel No: (043) 604 5536
APPLICATIONS: Eastern Cape (King Williams Town): Please email your applications quoting the relevant reference number to ECRrecruitment@dws.gov.za
FOR ATTENTION: Ms LT Malangabi Tel No: (043) 604 5476

POST 26/139: ENGINEERING TECHNICIAN PRODUCTION GRADE A (HYDROLOGY) REF NO: 271120/28
Branch: Chief Operations Office-Kwazulu-Natal

SALARY: R311 859 - R473 574 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE: Durban

REQUIREMENTS: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). Knowledge of Hydrology and Project Management. A valid driver’s license (Attach certified copy). Technical design and analysis knowledge. Excellent communication skills including verbal. Report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel throughout KwaZulu-Natal. Willingness to work in and around water (rivers, dams, etc.). Computer skills. Experience in using the Caddie Drawing program, Planning and organising skills, People management skills.

DUTIES: Provide technical advice and support to the management of the Hydrological Monitoring Network; Provide support to the Hydrological Data Collection and Computing Services; Provide technical support to the instrumentation and monitoring equipment; Calibration of flow monitoring sites. Provide inputs into the budgeting process. Perform surveys at flow monitoring sites. Perform drawings of flow monitoring structures. Design and Construction of Flow Monitoring Sites. Provide data evaluation reports and technical inspection reporting. Catchment Assessments; Gauge plate correction.

ENQUIRIES: Mr B Pillay Tel No: (031) 336 2700

APPLICATIONS: KwaZulu Natal (Durban); Please e-mail your application quoting the post reference number to: KZNRecruitment@dws.gov.za

FOR ATTENTION: Ms. S Mbongwa

POST 26/140: COMMUNITY DEVELOPMENT OFFICER REF NO: 271120/32
Branch: Chief Operations Office North West: Capacity Building

SALARY: R257 508 per annum (Level 07)

CENTRE: Mmabatho


DUTIES: Facilitate the empowerment of stakeholders in water governance, Engage communities on water issues through the establishment of forums. Provide support to water sector institutions. Participate in awareness creation, capacity building and empowerment. Community participation on the development and management of water sector activities. Support communities and perform administrative support on community development and related activities. Facilitate intergovernmental relations and Sector Collaboration initiatives. Assist with the development of policies and strategies for the Water issues in the community. Planning of water programmes. Implementation of water and sanitation regulatory framework. Monitoring and evaluation of water and sanitation programmes.

ENQUIRIES: Ms M Moreosele Tel No: (018) 387 9517
APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to: NWRecruitment@dws.gov.za
FOR ATTENTION: Mr MJ Ntwe
POST 26/141: ADMINISTRATION OFFICER REF NO: 271120/33 (X2 POSTS)
Branch: Chief Operations Office: Mpumalanga: Ewulaas
SALARY: R257 508 per annum (Level 07)
CENTRE: Bronkhorstspruit and Lydendburg
DUTIES: Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E-WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.
ENQUIRIES: Mr Sydney Nkuna Tel No: (013) 759 7317
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference to MPHRecruitment@dws.gov.za.
FOR ATTENTION: Ms. Mkhwanazi F.M
POST 26/142: CHIEF SECURITY OFFICER REF NO: 271120/34
Branch: Chief Operations Office North West
SALARY: R257 508 per annum (Level 07)
CENTRE: Mmabatho
REQUIREMENTS: A Senior/Grade 12 certificate. An accredited Security Management/Supervisory training certificate. Three (3) years’ experience in the security industry. Good communication skills both written and verbal. Strong interpersonal relations. Strong leadership skills. Willingness to undergo security clearance.
DUTIES: Manage the total security function (personnel, documents and computer systems) of the Department. Implement internal security policies, based on Minimum Information Security Standards (MISS). Advise management regarding security risk. Devise all security measure and procedures. Conduct a security awareness programme in the region. Monitor the extent of adherence to and compliance with security policies and measures (including ensuring that officials with access to sensitive information are vetted). Liaise with the National Intelligence Agency (NIA) and other security agencies for advice to ensure effective security.
ENQUIRIES: Mr W Francis Tel No: (018) 387 9595
APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to: NWRecruitment@dws.gov.za
FOR ATTENTION: Mr MJ Ntwe
<table>
<thead>
<tr>
<th>POST 26/143</th>
<th>ADMINISTRATION CLERK REF NO: 271120/35</th>
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<tbody>
<tr>
<td>Branch: Planning &amp; Information Transport Services</td>
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<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Roodeplaat Dam</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Senior/Grade 12 certificate. Three (3) years or more relevant experience in Government transport management or fleet management environment will serve as an added advantage. Computer literacy in MS word, PowerPoint, Emailing etc is important. A valid Drivers licence (Attach a copy), Public drivers permit (PDP) will be an added advantage, Good verbal and written communication skills, organising, interpersonal skills, ability to work under pressure and working well with People, Knowledge of transport policies and prescripts, General office administration, Knowledge of Public Service legislations, Public Finance Management Act (PFMA).</td>
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<tr>
<td>DUTIES</td>
<td>Perform overall management and maintenance of the available fleet/vehicles. Compile monthly reports, Arrange for service and repairs (maintenance) of vehicles, liaise with Service Providers and maintain record of vehicles allocated to the Directorate. Report on fleet accidents and incidents. Collate total petrol consumption for the Directorate. Manage and prevent fraud, check and calculate subsistence and travel claims, arrange petrol cards. Process log sheets for all vehicles and subsidised vehicles. Verification of kilometres travelled. Administer and reconcile flights and accommodation bookings. Ability to analyse and solve problems and make administrative and procedural decisions and judgements. Have strong organisational skills including ability to manage multiple tasks, ability to create, compose and edit written materials. Supervise the duties and trips of allocated to Drivers</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms G Gafane Tel No: (012) 336 9500</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Head Office (Pretoria): Please email your applications quoting the relevant reference number to <a href="mailto:Recruitment@dws.gov.za">Recruitment@dws.gov.za</a></td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms. L Mabole</td>
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<tr>
<td>NOTE</td>
<td>NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.</td>
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<tr>
<th>POST 26/144</th>
<th>ADMINISTRATION CLERK REF NO: 271120/36</th>
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<tbody>
<tr>
<td>Branch: Planning and Information Registry</td>
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<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Roodeplaat Dam</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Senior/Grade 12 certificate. One (1) to two (2) years’ experience in administration field will serve as an added advantage. Proven knowledge, competency and understanding of Record Management and management of confidential records, Knowledge of Public Service legislations, Basic Financial management and Public Finance Management Act (PFMA). Knowledge and experience in general office administration, Computer literacy, Ability to work under pressure and with people, Good verbal and communication skills.</td>
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<tr>
<td>DUTIES</td>
<td>Render secretarial duties to various Directorate meetings. Provide support in overall management and administration of Registry office. Coordinate incoming and outgoing correspondences. Assist with Financial management and provisioning of goods and services, Coordinating filing in terms of departmental filing procedures, document tracing, storage, safekeeping, retrieving, identify reference numbers on documents and disposal of archived documents and material. Personnel management, maintain registers, record keeping, circulation of documents and attending enquiries. Ensure effective and efficient opening of files, Assist with distribution and flow of documentation to and from Head Office. Oversee the administration and management of mail, onsite Library including classification, inter lending of documents, information retrieval and book shelving</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms G Gafane Tel No: (012) 336 9500</td>
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</table>
NOTE: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

FOR ATTENTION: Ms. L Mabole

POST 26/145: ASSISTANT TECHNICAL OFFICER REF NO: 271120/38
Branch: Chief Operations Office Mpumalanga Survey Services

SALARY: R173 703 per annum (Level 05)
CENTRE: Mbombela

DUTIES: Assist RIC Manager in a day to day operations RIC Front office duty at the Regional Information Centre reception. Typing, logging of request, overseeing of general office arrangement, filing of other administrative procedure. One Stop Shop Response Coordinator. Keep of RIC consumable stock.

ENQUIRIES: Mr. Siziba G Tel No: (013)759 7342
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M

POST 26/146: ASSISTANT TECHNICAL OFFICER REF NO: 271120/39
Branch: Chief Operations Office Mpumalanga Compliance Monitoring

SALARY: R173 703 per annum (Level 05)
CENTRE: Mbombela


ENQUIRIES: Ms Mubva K Tel No: (013) 759 7435
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference to MPRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M

POST 26/147: ADMINISTRATION CLERK: REF NO: 271120/40
Branch: Chief Operations Office: Free State
Div: Auxiliary Services (Registry)

SALARY: R173 703 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: A Senior/Grade 12 Certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Good communication skills both written and verbal. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of Registry procedures and processes, working knowledge of registered mail and other legislative framework governing records management will be an added advantage.
**DUTIES**

Provide registry counter services: Attend to clients, handle telephonic and other enquiries received and receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail, Sort, register and dispatch mail and distribute notices on registry issues. Render an effective filing and record management service: Opening of close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register, frank post, record money and update register on a daily basis, undertake spot checks on post to ensure no private post is included, lock post in postbag for messengers to deliver to Post Office, open and maintain remittance register, record all valuable articles as prescribed in the remittance register, hand delivers and signs over remittances to Finance, send wrong remittances back to sender via registered post and record reference number in register and keep daily record of amount of letters franked. Process documents for archiving and/disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.

**ENQUIRIES**

Ms ME Maema Tel No: (051) 405 9000

**APPLICATIONS**

Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za

**FOR ATTENTION**

Ms. L Wymers

**POST 26/148**

ACCOUNTING CLERK REF NO: 271120/41 (X2 POSTS)

Branch: Chief Operations Office Eastern Cape
CD: Financial Accounting

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

King Williams Town

**REQUIREMENTS**

A Senior/Grade 12 with Accounting as a subject. Experience in Administration/Finance will be an added advantage. A valid driver’s license will serve as an added advantage (attach a copy). Basic knowledge of Financial functions. Computer literacy. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA, DORA, PSA, PISR, PPFFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, LOGIS. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.

**DUTIES**

Check that documents presented for payments are valid, accurate, and complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/ claims on financial operating systems (BAS, LOGIS, PERSAL). Respond to payment/ claims and entity queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies. Verify record and track invoices on the payment monitoring tool. Receive invoices and update invoice registers. Report on payable/accruals, 30 day payments. Provide clerical support for the team. Assist in performing creditor’s reconciliations. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Assist internal and external stakeholders with payment and other financial related queries.

**ENQUIRIES**

Ms Y Nogela Tel No: (043) 604 5319

**APPLICATIONS**

Eastern Cape: Please email your applications quoting the relevant reference number to ECREcruitment@dws.gov.za

**FOR ATTENTION**

Ms LT Malangabi Tel No: (043) 604 5476
POST 26/149 : PROVISIONING ADMINISTRATION CLERK REF NO: 271120/42
Branch Chief Operations Office Eastern Cape

SALARY : R173 703 annum (Level 05)
CENTRE : King Williams Town
REQUIREMENTS : A Senior/Grade 12 certificate. One (1) to two (2) years’ experience in general office administration will serve as an added advantage. Computer literacy is essential. (Sound knowledge of MS Office (Ms Word, Ms Excel, Power point and Internet Explorer & provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Knowledge of handling telephone calls including handling reception and manage incoming and outgoing mail.

DUTIES : Typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Management of various departmental contracts and accounts. Manage the mail register. Receiving of documents and disseminate them to the relevant people. Operating the switch board by answering incoming and handling outgoing calls. Ensuring that stakeholders are referred correctly. Manage meetings/workshops arrangement, venues, accommodations, bookings. Provide Supply Chain Management support services within the component.

ENQUIRIES : Mr. MP Zenzile Tel No: (043) 604 5528
APPLICATIONS : Eastern Cape: Please email your applications quoting the relevant reference number to ECRrecruitment@dws.gov.za
FOR ATTENTION : Ms LT Malangabi Tel No: (043) 604 5476

POST 26/150 : PROVISIONING ADMINISTRATION CLERK REF NO: 271120/43
Branch: Chief Operations Office Western Cape
Div: Supply Chain Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior/Grade 12 certificate with Accounting as a passed subject. A valid drivers licence (Attached a copy). Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collect statistics. Good computer literacy, with knowledge of MS Office. Basic knowledge of work procedures in terms of SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of financial systems such as LOGIS and BAS. Flexibility and team work ability. Basic knowledge of problem solving and analysis. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.


ENQUIRIES : Ms. M. Mouton Tel No: (021) 941 6205
APPLICATIONS : Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCreruitment@dws.gov.za
POST 26/151

ACCOUNTING CLERK REF NO: 271120/44
Branch: Chief Operations Office Mpumalanga

SALARY: R173 703 per annum (Level 05)
CENTRE: Mbombela
REQUIREMENTS: A Senior/Grade 12 certificate with Accounting as a passed subject. Twelve (12) months working experience will be an added advantage. Knowledge of financial management related legislation i.e. PFMA, Treasury regulations. Skills: verbal and written communication, computer literacy (MS-excel, outlook, Word), Knowledge of the SAP system. Confidentiality, integrity, honesty and time management.

DUTIES: Perform debts collection functions. Attending to customer queries. Performing reconciliation of accounts. Compile source documents and capture billing adjustments on SAP. Sending of billing documents to customers. Correct allocation of customer payments. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Perform cashier duties including receiving and banking of state money and issuing of receipts. Liaise with different sections within the department regarding source documents.

ENQUIRIES: Ms Mogane R.J Tel No: (013) 759 7337
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za.
FOR ATTENTION: Ms. Mkhwanazi F.M

POST 26/152

ADMINISTRATION CLERK REF NO: 271120/45
Branch: Chief Operations Office Eastern Cape

SALARY: R173 703 per annum (Level 05)
CENTRE: King Williams Town
REQUIREMENTS: A Senior/Grade 12 certificate. One (1) to two (2) years’ experience in administration duties will be an added advantage. Computer literacy is essential. (Sound knowledge of MS office (Ms Word, Ms Excel, Power point and Internet Explorer and provide proof thereof). Good verbal and written communication skills. Ability to work under pressure. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Basic knowledge of problem solving and analysis. Telephone etiquette. Willingness and flexibility to rotate functions within the Unit. Basic understanding of booking procedures.

DUTIES: The successful candidate will be responsible for typing office correspondence. Rendering administration support within the section i.e. opening and filing of new files. Doing invoice reconciliations. Preparation and management of telephone account. Maintenance of Departmental Labour Saving Devices, Management various departmental contracts and accounts. Processing of travel and accommodation forms. Procure goods and services.

ENQUIRIES: Mr. MP Zenzile, Tel No: (043) 604 5528.
APPLICATIONS: King Williams Town: Please email your applications quoting the relevant reference number to ECREcruitment@dws.gov.za.
FOR ATTENTION: Ms. LT Malangabi
NOTE: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 26/153

DRIVER REF NO: 271120/47
Branch: Chief Operations Office Mpumalanga

SALARY: R122 595 per annum (Level 03)
CENTRE: Mbombela
REQUIREMENTS: A Grade 10 certificate. A valid Driver’s Licence (Attach a copy). One (1) to three (3) years’ experience in Driver/Messenger services. Basic Knowledge of literacy (read and write). Basic knowledge of organisational policies and procedures. Knowledge in driving services. Knowledge of operating the equipment. Knowledge of procedures and processes. Basic knowledge of language skills. Interpersonal relations. Client orientation and customer focus. Communication, accountability and ethical conduct.

DUTIES: To operate a light motor vehicle in accordance with road ordinance prescripts (up to 3500kg). The general maintenance of the light motor vehicles. The maintenance of the vehicles logbook. The storage of the light motor vehicles.

ENQUIRIES: Ms. Masango V.T, Tel No: (013) 759 7512
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M

POST 26/154: TRADESMAN AID REF NO: 271120/48
Branch: Chief Operations Office Western Cape
DIV: Drilling Services

SALARY: R122 595 per annum (level 03)
CENTRE: Worcester

DUTIES: Do maintenance in the Departmental Geosites including construction of new boreholes. Assist with moving, setup, dismantling and smooth operation of all drilling projects. Assist with safe keeping of equipment and property. Perform manual labour services such as excavations, backfilling and cast of concrete block in all boreholes maintenance of projects. Clearing of construction site. Scrap and paint rotten casings/boreholes as per set standard of Department of Water and Sanitation. Adhere to all Occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Knowledge of operating hand tools and power tools. Knowledge of administration in relation to the correct completion of forms.

ENQUIRIES: Mr. A. Ralikhwatha Tel No: (023) 348 5600
APPLICATIONS: Western Cape (Worcester): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za
FOR ATTENTION: Ms K Melelo

POST 26/155: HANDYMAN REF NO: 271120/49
Branch: Chief Operations Office: Free State
Div: Auxiliary Services

SALARY: R122 595 per annum (Level 03)
CENTRE: Bloemfontein
REQUIREMENTS: An ABET certificate. Zero (0) to six (6) months. Ability to use industrial woodwork machinery and electrical power tools. Ability operate electrical hand tools and machinery. Ability to operate machinery with low level of complexity. Ability to perform physical labour. Ability to work independently and in a team. Good communication skills. Ability to plan ahead (pro-active) and comply with in-house systems and procedures; Ability to operate and use required tools and equipment skillfully and safely.
DUTIES

Maintenance of office building: Conduct regular building inspections and report defects that require attention of the landlord and attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture: Repair broken furniture and equipment; Maintenance of basic electrical wiring and installations; and movement of office furniture and equipment between offices; Carry out maintenance and repairs by painting, glazing and spray-painting whenever required. Identify and assist with the requisitioning of materials and parts. Safekeeping of maintenance tools and supplies. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding, etc. Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trimming work or rough carpentry skills, baseboards, crown molding, etc. Safekeeping of maintenance tools and supplies by ensuring that all tools and materials are available at all times. Maintain a safe and orderly working environment. Perform any other routine tasks. Report on the work done on monthly basis.

ENQUIRIES
Ms ME Maema Tel No: 051 405 9000
APPLICATIONS
Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za
FOR ATTENTION
Ms. L Wymers
POST 26/156
CLEANER REF NO: 271120/50
Branch: planning & information

SALARY
R102 534 per annum (Level 02)
CENTRE
Roodeplaat Dam
REQUIREMENTS
An ABET certificate. Experience in cleaning will serve as an added advantage. Should be able to read and write. Good communication skills. Knowledge of Occupational health and Safety practices and requirements. Understanding of applying and using chemicals correctly. Knowledge of cleaning laboratories will serve as an added advantage.

DUTIES

ENQUIRIES
Ms G Gafane Tel No: (012) 808 9500
APPLICATIONS
Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION
Ms. L Mabole
NOTE
NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 26/157
CLEANER REF NO: 271120/51
Branch: Chief Operations Office: Eastern Cape

SALARY
R102 534 per annum (Level 02)
CENTRE
Cradock
REQUIREMENTS
An ABET certificate. Experience in cleaning will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations.

DUTIES
Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and
removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES: Mr. MP Zenzile Tel No: (043) 604 5528.
APPLICATIONS: King Williams Town: Please email your applications quoting the relevant reference number to ECRRecruitment@dws.gov.za
FOR ATTENTION: Ms. LT Malangabi
NOTE: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 26/158: CLEANER REF NO: 271120/52 (X2 POSTS)
Branch: Chief Operations Office – Mpumalanga

SALARY: R102 534 per annum (Level 02)
CENTRE: Mbombela
REQUIREMENTS: An ABET certificate. Experience in cleaning will serve as an added advantage. Basic numeracy and Literacy. Good interpersonal and communications skills. Must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.
DUTIES: Perform daily cleaning tasks, routine in the offices, kitchens and boardrooms (clean, dust, sweep, mop, scrub and polish floors). Wash of walls and windows when required. Operate vacuum cleaners and other machinery. Wash kitchen items. Follow cleaning control protocols and procedures. Exercise control over cleaning materials in the absence of the Supervisor. Prepare and serve refreshments during meeting and compliance to all related duties that may be determined by the Supervisor.

ENQUIRIES: Ms. Singwane B.G Tel No: (013) 759 7539
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M

POST 26/159: MESSENGER REF NO: 271120/53
Branch: Chief Operations Office – Mpumalanga

SALARY: R102 534 per annum (Level 02)
CENTRE: Mbombela
REQUIREMENTS: An ABET certificate. One (1) to three (3) years’ experience in Messenger services.
DUTIES: Record incoming and outgoing files. Handling over mail and other articles to correct receiver. Obtaining proof of receipt of mail by means of signature in register, where applicable. Documents sorted accordingly. Documents verified when collected and signed for by relevant managers. Receive documents to be placed on the files. Deliver files to managers. Formulate procedures on the issuing of files and information. Function in accordance with applicable legislative requirements. Collecting mail and other articles as requested. Collecting mail and other articles from standard collection points.

ENQUIRIES: Mr. Senyolo M.E Tel No: (013) 759 7383
APPLICATIONS: Mpumalanga: Please email your application quoting the relevant reference number to MPRecruitment@dws.gov.za
FOR ATTENTION: Ms. Mkhwanazi F.M
ANNEXURE U

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 14 December 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 six (6) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, 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 26/160 : HEAD CLINICAL UNIT: GRADE 1: DIAGNOSTIC RADIOLOGY REF NO: H/H/23

SALARY : R1 728 807 per annum (OSD). (Applicants might be required to enter into a commuted overtime contract.)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Valid registration with the HPCSA for 2019/2020 as a Medical Specialist in Diagnostic Radiology. A minimum of 3 years’ appropriate experience after registration as a Medical Specialist. Valid code 8 driver’s license. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Diagnostic Radiology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.
DUTIES : To be responsible for service delivery within the department of Diagnostic Radiology at Universitas Hospital. To fulfill the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examinations in the Diagnostic Radiology Department at Universitas Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed...
by the Head Clinical Department and Head of Clinical services at the Institution.

ENQUIRIES
Dr R Nathan Tel No: (051) 405 3496

APPLICATIONS
To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1091, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION
Mr M J Baleni

POST 26/161
MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/36

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

CENTRE
Nala Hospital, Bothaville

REQUIREMENTS
MBCHB or equivalent Degree (Independent Practice): Proof of current registration. 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: General leadership ability. Good human resource management skills. Good interpersonal communication skills. Teaching and conflict management 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
Dr S A J Mochaki Senoge Tel No: (056) 5152071

APPLICATIONS
To Be Sent To: The Chief Executive Officer, Nala Hospital, Private Bag x7, Bothaville, 9660 or hand delivered @ 35 Van Riebeeck Street, Bothaville.

FOR ATTENTION
Mr M P Mahlanga

POST 26/162
DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: H/D/26

SALARY
R733 257 per annum (Level 11)

CENTRE
Bloemfontein

REQUIREMENTS
3year Diploma/Bachelor Degree or equivalent qualification in Management Advisory Services/Organisational Development/Operational Management/Industrial Engineering/Production
Management. At least 3-5 years’ experience in organizational development/design environment of which 3 years must be at management level. Certificate in Job Evaluation. Valid driver’s license.

Knowledge And Skills: Sound knowledge and understanding of Public Service Act and Regulations, Skills Development and Levies Acts, National Health Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations and Procedure and methods specifically in the Public Services. Skills: Good analytical skills, Problem Solving skills, Project Management Skills, Facilitation and presentation skills, management skills, Literacy skills, well developed communication skills (verbal and written).

**DUTIES**

The successful candidate will be responsible for management of organizational design and development services, management of the Business Process, mapping and improvement processes. Management and facilitation of job evaluation processes. Management of staff establishment. Development and facilitation of the organization structure. Manage the process of change management and service delivery improvement initiatives/programmes. Manage the resources of the Sub-Directorate.

**ENQUIRIES**

Ms NL Mahlangeni Tel No: (051) 408 1161/2

**APPLICATIONS**

The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**

Me P Mpu

**CLOSING DATE**

04 December 2020

**POST 26/163**

DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS REF NO: H/D/27

Human Resource Directorate: Corporate Office

**SALARY**

R733 257 per annum. (Level 11)

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A 3year Diploma/Bachelor Degree or equivalent qualification in Human Resource Management/ Human Resource Development/ Public Management or Administration. At least 3-5- years functional experience of which 3 years must be on management level. Valid driver’s license

Knowledge And Skills: Sound knowledge and understanding of Public Service Act and Regulations, Skills Development and Levies Act, Labour Relations Act, Public Finance Management Act, Administration policies, departmental procedures and policies in the Public Service, human resource processes and practices, PERSAL System, planning and organizing, analytical skills, Problem Solving skills, project management skills, facilitation and presentation skills, management skills, Literacy skills, well developed communication skills (verbal and written).

**DUTIES**

The successful candidate will be responsible for management of performance management and development system system, facilitate submission of performance agreements and assessments, manage the implementation of pay progressions and incentives. Provide support and guidance to management on implementation of performance management and Development system. Provide training on performance management matters in the Department. Provide secretarial support to moderation committees. Facilitate the management of probations. Manage resources of the Sub-Directorate

**ENQUIRIES**

Me N L Mahlangeni Tel No: (051) 408 1161/1162

**APPLICATIONS**

To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**

Me P Mpu

**CLOSING DATE**

04 December 2020
**POST 26/164**  : ASSISTANT MANAGER: NURSING: PNB-4: REF NO: H/A/45

**SALARY**  : R614 991 per annum (OSD)
**CENTRE**  : Standard Compliance; Corporate Office: Bloemfontein
**REQUIREMENTS**  : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years’ experience as a professional nurse of which 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification as a specialist nurse in midwifery. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Knowledge and Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrable ability to operate in a multi-professional environment and team. Valid driver’s license. Ability to work independently and in a multi-disciplinary team context. Analytic thinking independent decision making and problem solving skills. Good co-ordination and planning skills. Computer literacy i.e. (MS Word, Excel, Power Point).

**DUTIES**  : To source and interpret clinical records of medical litigation cases. Make the initial clinical assessment and source relevant expert medical opinion. Monitor and support the implementation of the FSDOH Litigation Reduction Strategy. Monitor the implementation of the Clinical Governance and Clinical records policy. Conduct relevant operational research to inform provincial strategy to mitigate litigation

**ENQUIRIES**  : Dr P A Hagemeister Tel No: (051) 408 1118/1709
**APPLICATIONS**  : TO: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**  : Me P Mpu

**POST 26/165**  : ASSISTANT MANAGER: IMCI; PNA-7 REF NO: H/A/46

**SALARY**  : R562 800 per annum (OSD)
**CENTRE**  : MNCWH & Youth Health; Corporate Office: Bloemfontein
**REQUIREMENTS**  : Bachelor Degree in Nursing or 4-year Diploma in Nursing. Current registration with SANC. 8 years’ work experience as a Professional Nurse and 3 years of which above must be appropriate/recognizable experience at Management level. Experience in the implementation of Child Health Policy. Knowledge And Skills: Diploma in Paediatric Nursing Science and Experience in conducting of training, Computer literacy. Valid Driver's License

**DUTIES**  : Support the department's strategic objective of reducing child morbidity and mortality. Coordinate implementation of IMCI strategy. Develop child health policies, guidelines and protocols. Develop skills and knowledge of health workers to improve service delivery. Monitor & evaluate child health services. Manage funds allocated for IMCI programme efficiently and effectively. Strengthen health information and knowledge management to optimize performance.

**ENQUIRIES**  : Mr F D Bohlale Tel No: (051) 408 1281
**APPLICATIONS**  : Must Be Send To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**  : Me R Stallenberg
POST 26/166  : OPERATIONAL MANAGER: PNB-3: REF NO: H/O/35

SALARY : R562 800 per annum (OSD)
CENTRE : Mangaung Metro District
REQUIREMENTS : Basic i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post – basic qualification. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program Strong management and leadership skills. Computer literacy.
DUTIES : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies
ENQUIRIES : Me N J Ramarou-Makhoali Tel No: (051) 447 2194
APPLICATIONS : To Be Send To: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein
FOR ATTENTION : Mr K P Mafabatho

POST 26/167  : SUB DISTRICT MANAGER: GRADE 3-4 (X7 POSTS)

SALARY : Grade 3: R455 109 per annum
Grade 4: R505 113 per annum OSD)
CENTRE : Emergency Medical Services Xhariep: (X1 Post Letsemeng, X1 Post: Mohokare) Ref No: H/S/68
Corporate: (X1 Post Bloemfontein); Ref No: H/S/69
Thabo Mofutsanyana: (X1 Post Maluti A Phofung, X1 Post Nketoana & Phumelela): Ref No: H/S/70
Lejweleputswa: (X1 Post Tsevelope & X1 Post Nala, Tokologo) Ref No: H/S/71
REQUIREMENTS : ECT/ Paramedic with 3 years’ experience after registration with the HPCSA in the applicable category according to OSD. Appointment requirements. Code C1 (10) driver’s license with valid PrDP for GP. Current registration with HPCSA, Grade 12 senior certificate. Knowledge And Skills: Computer skills. Post school Qualification. 3 years operational working experience, knowledge of the Free State Province area, Qualification in Medical Rescue courses. Be able to work under pressure and excessive hours, be prepared to travel. Good Driving Skills. Strong Communication skills (Verbal and Written). Knowledge of Labour Relations. Knowledge of skills development policies. Current BLS or ACLS or PALS or ITLS training. Current supervisory post.
ENQUIRIES : Xhariep: Mr L J Basson Tel No: (051) 683 0547
APPLICATIONS: To: Director: EMS & FPS, EMS Corporate Office, Free State Department of Health, Emergency Medical Services, P.O Box 227, Bloemfontein, 9300.

FOR ATTENTION: Mr S Gatri

POST 26/168: OPERATIONAL MANAGER: PNB-2 REF NO: H/O/36

SALARY: R471 333 per annum (OSD)

CENTRE: Itemoheng Hospital, Senekal

REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Primary Healthcare, accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post – basic qualification of the period referred. Current registration with the South African Nursing Council. Knowledge and Skills Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of nursing team to communicate effectively with stakeholders.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources, Participation in training and research, Provision of Support to Nursing Services, Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Dr LS Mofokeng Tel No: (058) 481 2114

APPLICATIONS: To: The Chief Executive Officer, Itemoheng Hospital, Private Bag X9, Senekal, 9660.

FOR ATTENTION: Mr N K Makhoro

POST 26/169: CLINICAL PROGRAMME COORDINATOR: HEALTH PROMOTION; PNA-5 REF NO: H/C/58

SALARY: R444 276 per annum (OSD)

CENTRE: MNCWH & Youth Health; Corporate Office: Bloemfontein

REQUIREMENTS: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC).Knowledge And Skills: Knowledge of public service regulations, Experience in working with relevant government departments & NGOs, Ability to conduct training & empower community Computer literacy. Valid Driver's License.

DUTIES: Strengthen participation of community, relevant stakeholders & government departments in Health promotion. Initiate, coordinate and facilitate implementation of provincial & district health awareness campaigns. Intensify programs focusing on the national Health Promotion Focal Areas. Compile and submit monthly and quarterly reports. Monitor and evaluate the implementation of Health Promotion programme. Coordinate and facilitate training. Manage funds allocated for Health Promotion Programme efficiently and effectively.

ENQUIRIES: Mr F D Bohlale Tel No: (051) 408 1281

APPLICATIONS: Must Be Send To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION: Me R Stallenberg
<table>
<thead>
<tr>
<th>POST 26/170</th>
<th>PROFESSIONAL NURSE: (PNB1): TRAUMA AND THEATRE REF NO: H/P/31 (X2 POSTS)</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R383 226 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Tokollo and Mafube District Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification in Advanced Theater Technics, Trauma trained with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Must be willing to work shifts. Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills. Commitment. Professionalism. Loyal and confident. Computer skills, ability to take charge.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Theatre ward. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders (i.e. Interprofessional, Inter-sectoral and Multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and Physical resource.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Me P Mokhonae Tel No: (058) 813 1040</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The Chief Executive Officer, Tokollo Hospital, Private Bag X8, Heilbron, 9650</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Me P Mokhonae</td>
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<thead>
<tr>
<th>POST 26/171</th>
<th>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/A/42</th>
</tr>
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<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mangaung Metro</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage and coordinate the implementation and maintenance of Finance. Ensure the correct implementation of Financial Management Practices (including LOGIS/BAS transactions. Prepare and consolidate reports in financial management issues. Authorize transactions on LOGIS/BAS according to delegations. Ensure effective monitoring and control over financial resources. Support and guide Cost Centre Managers and Cost Centre Clerks. Support SCM functions. Prepare in-depth reports on financial management and issues and statistics.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr P I Kgaile Tel No: (051) 408/1493</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>To: The District Manager, Mangaung Metro P O Box 441, Bloemfontein, 9300 or hand delivered @ FSPC, President Brand Street, Bloemfontein</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr T A Mokoqo</td>
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</tbody>
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<tr>
<th>POST 26/172</th>
<th>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/43</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R376 596 per annum (Level 09)</td>
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</table>
**CENTRE**: Fezile Dabi District

**REQUIREMENTS**: A relevant 3-year tertiary qualification or equivalent qualification plus 3 - 5 years' functional experience of which 3 years must be on a Supervisory level LOGIS/BAS Training. Knowledge And Skills: Knowledge and understanding of SCM environment. Knowledge and implementation of policies. Knowledge of the BAS/LOGIS System. Computer literacy and Analytical skills.

**DUTIES**: Manage and coordinate the implementation and maintenance of SCM practices. Address SCM enquiries to ensure the correct implementation of policies and practices. Prepare and consolidate reports. Authorize transactions on BAS/LOGIS according to delegations.

**ENQUIRIES**: Mr R D Makgokolo Tel No: (016) 976 9670

**APPLICATIONS**: To: The District Manager, Fezile Dabi, Private Bag X 2005, Sasolburg, 1947

**FOR ATTENTION**: Mr R D Makgokolo

**POST 26/173**: STATION MANAGER GRADE 3 - 4: (X10 POSTS)

**SALARY**: Grade 3: R318 042 per annum
Grade 4: R386 358 per annum (OSD)

**CENTRE**: Emergency Medical Services:
Xhariep: Ref No: H/S/72 (X1 Post Zastron, X1 Post Petrusburg, X1 Post Reddersburg)
Corporate: Ref No: H/S/73 (X2 Posts Bloemfontein)
Lejweleputswa: Ref No: H/S/74 (X1 Post Bothaville, X1 Post Bultfontein)
Fezile Dabi: Ref No: H/S/75 (X1 Post Sasolburg) (X1 Post Villiers) (X1 Post Frankfort)

**REQUIREMENTS**: AEA / ECT/ Paramedic with 3 years' experience after registration with the HPCSA in the applicable category according to OSD. Appointment requirements. Code C1 (10) driver’s license with valid PrDP for GP. Current registration with HPCSA. Grade 12 senior certificate. Supervisory experience Knowledge and Skills: Computer skills. 3 years operational working experience, knowledge of the Free State Province area. Qualification in Medical Rescue courses. Be able to work under pressure and excessive hours, be prepared to travel. Good Driving Skills. Strong Communication skills (Verbal and Written). Knowledge of Free State Province. Current BLS or ACLS or PALS or ITLS training. Post school Qualification.


**ENQUIRIES**: Xhariep: Mr L J Basson Tel No: (051) 683 0547
Control Centre: Mr S S Towa Tel No: (051) 407 6073
Lejweleputswa: Mr L Yawa / Me Z Engelbrecht Tel No: (057) 352 8236
Fezile Dabi: Mr G T Mokoena, Tel No: (016) 976 9075

**APPLICATIONS**: To: Director: EMS & FPS: EMS Corporate Office, Free State Department of Health, Emergency Medical Services, P.O Box 227, Bloemfontein, 9300

**FOR ATTENTION**: Mr S Gatri

**POST 26/174**: CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: H/C/55 (X1 POST)

**SALARY**: Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum (OSD)

**CENTRE**: Obstetrics and Gynaecology, Universitas Academic Hospital

**REQUIREMENTS**: B-Tech Degree in Clinical Technology (Reproductive Biology). Registered with HPCSA 2020/2021. SA Citizen. Experience: None after registration
with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Knowledge And Skills: Extensive experience as an Embryologist. Good research skills. Strong interpersonal skills. Competent in data capturing. Solid organizational skills.

DUTIES: Performing In-vitro Fertilization Procedures. Conducting regular assessments of health and development of embryos. Maintaining records and samples to ensure testing and laboratory work remains consistent. Monitoring and maintaining quality control. Writing, reviewing and improving embryoology standard operating procedures.

ENQUIRIES: Prof SM Baloyi. Tel No: (051)-4053272

APPLICATIONS: To The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION: Mr MJ Baleni

POST 26/175: RADIOGRAPHER: GRADE 1-3 REF NO: H/R/15

SALARY: Grade 1: R317 976 per annum
Grade 2: R372 810 - R439 164 per annum. (OSD)

CENTRE: Dihlabeng Hospital, Bethlehem

REQUIREMENTS: Diploma in Diagnostic Radiography. Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as a Diagnostic Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Ability to work
independently as well as part of a team. Good communication and interpersonal skills. Ability to work under pressure. Computer literate.

**DUTIES**
Ensure patient care during imaging for optimal diagnostic purpose:
- Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging,
- Perform imaging Practice radiation protection to minimise radiation dose to staff, patients and general public:
- Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc),
- Apply correct radiation/exposure factors (correct dosages),
- Exercise clinical responsibility to ensure optimal diagnostic imaging:
  - Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimise radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc),
  - Participate in Education and training programs for continuous professional development and quality service delivery:
    - Practical training and evaluation of students
    - Implement quality assurance programs for quality service delivery:
      - Check/test radiation equipment and report faults, apply reject analysis,
      - Adhere to policies and protocols.

**ENQUIRIES**
Me J.C.O Conner Tel No: (058) 3071253

**APPLICATIONS**
To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700 Or Hand Delivered @ 1st Floor, Dihlabeng Hospital, Eufees Road, Bethlehem.

**FOR ATTENTION**
Me S Mpanza

**POST 26/176**
SENIOR STATE ACCOUNTANT REF NO: S/56

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Elizabeth Ross Hospital, Witsieshoek

**REQUIREMENTS**
NQF6/National Diploma in Public Management/Financial Management/ Economics/Accounting. Logis/BAS training plus 2 years functional experience of which 1 years must be on Supervisory level. Knowledge and Skills: will be added as an advantage. Extensive knowledge of Supply Chain Management in Public Sector. Understanding of PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion of access of information Act, SITA, Construction and Industry Development Board Act and related practice Notes. Management of resources.
- Communication and Interpersonal skills, Problem Solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership. Presentation skills, Planning and Organizing.

**DUTIES**
Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example:
- Personnel development, Performance and discipline, Ensure quality of work.
- Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service.
- Salaries (monitor payroll). Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports).
- Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.)
- Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment.
- Promote effective financial management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practise. Provide Financial Information and Knowledge Management Services to the Department, for
example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practices. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS/BAS/PERSAL according to delegations. Authorisation should happen on a higher level preferable at level 9

ENQUIRIES : Mr NA Mashinini Tel No: (058) 718 4000
APPLICATIONS : TO: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866
FOR ATTENTION : Mr D M Tamme

POST 26/177 : SHIFT LEADER: GRADE 3 -4 (X54 POSTS)

SALARY : Grade 3: R265 995 per annum
Grade 4: R318 042 per annum (OSD)

CENTRE : Hariep: Ref No: H/S/76 (X2 Posts Each: Springfontein, Trompsburg, Jagersfontein, Smithfield, Zaaron, Reddersburg, Petrusburg)
Mangaung: Ref No: H/S/77 (X2 Posts Soupan)
Thabo Mofutsanyana: Ref No: H/S/78 (X2 Posts Marquard, X2 Posts Clocolan, X2 Posts Lindley, 2 Posts Tweespruit, X2 Posts Vrede, X1 Post Foursiebusrg)
Lejweleputswa: Ref No: H/S/79 (X1 Post Bothaville, X1 Post Theunisen, X1 Post Odendaalsrus, X2 Posts Hennenman, X1 Post Boshof, X1 Post Builtfontein, X2 Posts Wesselsbrom, X3 Posts Brandford, X2 Posts Hoopstad)
Ems Fezile Dabi: Ref No: H/S/80 (X2 Posts Sasolburg, X2 Posts Koppies, X2 Posts Parys, X2 Posts Heilbron, X1 X Frankfurt, X2 Villiers, X2 Posts Steynrus, X1 Kroonstad).

REQUIREMENTS : AEA / ECT/ Paramedic with 3 years’ experience after registration with the HPCSA in the applicable category according to OSD. Appointment requirements. Code C1 (10) driver’s license with valid PrDP for GP. Current Registration With HPCSA, Grade 12 Certificate. Knowledge And Skills: Computer skills. 2 years operational working experience, knowledge of the Free State Province area. Supervisory experience. Post school Qualification. Qualification in Medical Rescue courses Be able to work under pressure and excessive hours, be prepared to travel. Good Driving Skills. Strong Communication skills (Verbal and Written). Knowledge of Free State Province. Current BLS or ACLS or PALS or ITLS training.


ENQUIRIES : Mangaung: Mr S E Mohlakoane Tel No: (051) 4055646
Xhariep: Mr L J Basson Tel No: (051) 683 0547
Lejweleputswa: Mr L Yawa / Me Z Engelbrecht, Tel No: (057) 352 8236
Fezile Dabi: Mr G T Mokoena, Tel No: (016) 976 9075
Thabo Mofutsanyana: Mr S Maya / Mr N Khoele, Tel No: (058) 307 0238

APPLICATIONS : TO: Director: EMS & FPS, EMS Corporate Office, Free State Department of Health, Emergency Medical Services, P.O Box 227, Bloemfontein, 9300

FOR ATTENTION : Mr S Gatri

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.
APPLICATIONS: Head: Public Works, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted By Staff In Offices In The Building.

NOTE: Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

POST 26/178: ICT SECURITY SPECIALIST INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: PWI 20/17 (X1 POST)
Directorate

SALARY: R470 040 per annum (Level 10)
CENTRE: Bloemfontein
REQUIREMENTS: A National Diploma in IT or Bachelors Degree in IT. Knowledge of IT, Risk Management or Information Security. A valid driver’s license
DUTIES: Maintain the ICT security infrastructure for the department. (e.g. provision of ICT Risk Frame Work and its Registry). Analyze, identify and evaluate information technology (Infrastructure) and systems security risks/controls. Propose, recommend and implement IT’s risk reduction solutions. Implement both the physical and logical security procedures, includes physical access control procedure, password and parameter setting policy). Ensure that information and information systems are properly protected from a variety of threats such as error and fraud.
Ensure that hardware, software, personnel and data are not impaired by the ineffective functioning of support equipment (e.g. air conditioning, UPS) due to natural causes or exposure to sabotage, espionage or subversion. Maintain IT security policies. Monitor, resolve security issues, log the incidents and report on security related issues. Identify, assess, and analyze ICT related problems and vulnerabilities (pro-active and reactive), and implement technical solutions, measures and best practices to ensure available operational technical environment. Monitor departmental ICT environment and strategy and conduct research to provide solutions to the department with regards to specialist ICT fields. Research new technologies / products, market directions and ideas and make recommendations on the feasibility thereof. Undertake ICT continuity and disaster recovery planning, implementation, and testing. Provide specialist advice on requirements and specifications for procurement of ICT related goods and services and serve on tender evaluation/adjudication committees (SITA). Represent the department with various stakeholders (provincial & national departments; private/international organisations) to deliver required ICT solutions. Monitor the performance of the subordinates allocated to the section.

ENQUIRIES: Ms GB Zake Tel No: (051) 492 3912
CLOSING DATE: 30 November 2020

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POST 26/179: CONTROL NETWORK CONTROLLER REF NO: PWI 20/18 (X1 POST)
Directorate: Information and Communication Technology

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

DUTIES: Be responsible for the administration, optimization and efficient operations of the ICT systems, including monitoring of usage and performance, as well as the identification of the enhancement opportunities system failures. Administration of all Network connections, switches, routers etc. Perform Software and Hardware Rollout Projects. Provide first line helpdesk support. Constant research and evaluation of Software and Hardware Products. Administration, installation and upgrades of Software and Hardware Products. Administration of Operating Systems and File Servers. Provide input on policy matters regarding ICT. Ensure that networks diagrams are developed and maintained properly. Develop information and technology systems infrastructure and conduct investigation in the maintenance of existing technologies, availability need and demonstrate new technologies. Manage activities of the server administration and related support staff and assist with government wide policy guidelines and advice technology trends, direction and best practices. Promote the optimal and efficient utilization of computer technology as a key enabler in the delivery of information and related services; with a new to enhance departmental service delivery. Establish and implement IT strategy. Review IT risks and ensure mitigation plans are developed and executed. Ensure conformance of all IT products, systems and services to departmental needs.

ENQUIRIES: Ms. GB. Zake Tel No: (051) 492 3912
CLOSING DATE: 30 November 2020

POST 26/180: ARTISAN PRODUCTION GRADE A (X14 POSTS)
Directorate: Works Construction and Maintenance Regional Offices

SALARY: R190 653 per annum A basic salary (OSD)
CENTRE: Mangaung Region (X8 Posts)
Carpentry Ref No: PWI 20/19 (X2 Posts)
Bricklaying Ref No: PWI 20/20 (X2 Posts)
Welding Ref No: PWI 20/21 (X1 Post)
Tiling & Plastering Ref No: PWI 20/22 (X2 Posts)
Mechanical Ref No: PWI 20/23 (X1 Post)
Lejweleputswa/ Fezile Dabi Region (X6 Posts)
Plumbing Ref No: PWI 20/24 (X1 Post)
Carpentry Ref No: PWI 20/25 (X1 Post)
Bricklaying Ref No: PWI 20/26 (X2 Posts)
Electrical Ref No: PWI 20/27 (X1 Post)
Welding Ref No: PWI 20/28 (X1 Post)

DUTIES:
Render technical, production, operation and maintenance services. Implement according to client specification and within limits of production capability. Quality assurance of produced objects within the ambit of the specific trade the incumbent is required to render a production and maintenance services to: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with technologies and procedures.

ENQUIRIES:
Mr T Khumalo, Tel No: (051) 403 7850

CLOSING DATE:
30 November 2020
ANNEXURE V

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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:
All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/Private Bag x112, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za

FOR ATTENTION:
Mr. Themba Psungo, Human Resources

CLOSING DATE:
27 November 2020

NOTE:
Manual 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 determined 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.

MANAGEMENT ECHELON

POST 26/181:
DEPUTY DIRECTOR GENERAL: INFORMATION COMMUNICATION TECHNOLOGY
REF NO: REFS/007077
(5 Year Fixed-Term Employment Contract)
Branch: Information Communication Technology

SALARY:
R1 521 591 - R1 714 074 per annum (Level 15) (all Inclusive remuneration package)

CENTRE:
Johannesburg

REQUIREMENTS:
An appropriate B. Com (Information Technology), B.Sc. (Computer Science), or elated Information Technology qualification. 6 – 10 years experience in a Senior Management position ideally managing an IT Service Unit. Experience in managing and developing employees. Large scale. Project Management experience. Extensive experience in a volume driven. Processing Centre environment will be an advantage. Person Profile: Excellent time management, report writing, communication Skills, legislative. Good customer relations skills, management skills, analytical and solution orientated. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES:
Rollout GPG broadband network (GBN) to promote service delivery efficiencies and connectivity in the GPG offices, facilities and communities. Facilitate the development of an ICT economy in the province that leverages off the GBN. Ensure coordination, regulation and
compliance of all ICT related activity and investment in GPG. Create an enabling environment and systems for sound corporate governance of ICT in GPG. Re-engineer and transform back office processes and improve frontline service delivery. Promote the use of e-Government services to business, government and citizens. Support radical economic transformation in the province. Establish partnerships with the private sector. Facilitate the innovation of entrepreneurial projects. Develop and implement an omni channel CRM strategy. Implement an e-government model including policies, regulations, standards and guidelines to sponsor and drive the implementation of Gauteng City Region GCR. Provide strategic direction on the implementation of infrastructure and applications. Consolidate all GPG computing infrastructure into one data centre with disaster recovery capability. To deliver e-services

ENQUIRIES

Mr. Errol Ogle, Tel. No: (011) 689 6861

POST 26/182

CHIEF DIRECTOR: COMMUNICATIONS REF NO: REFS/007079

(5 Year Fixed - Term Employment Contract)

Chief Directorate: Communications

SALARY

R1 251 183 per annum (Level 14) (all-inclusive salary package)

CENTRE

Johannesburg

REQUIREMENTS

A SAQA recognised NQF 7 qualification in Communications/Linguistics/Public Relations or related discipline. 5 years’ experience in Communications at a Senior Managerial (Director) level. Knowledge of Media Regulations, Procedures, Public Service Policies, Regulations, and Acts, PFMA. Proven knowledge and experience of policy development and events management, Knowledge of report and speech writing. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES

Develop and implement a communications framework and strategy for e-GOV. Develop and implement a monitoring process for frequent update and review of the communication strategy, Facilitate the development and maintenance of an effective communication linkage with the relevant internal and external stakeholders. Consolidate and manage corporate communications within the department. Consolidate and strengthen external communication of the department. Implement and manage the GPG Media Centre. Implement a marketing, advertising and Public Relations strategy, Media Management: Provide advice on media patterns and formulate plans of action, Develop and implement a media protocol strategy, Analyse media operations and provide norms and standards pertaining to actions of engagement for the department. Initiate media workshops, conferences, briefings and events related to the Department. Manage the human and financial resources of the Communications unit. Advise the MEC, HOD and the department broadly on communication and media liaison. Manage departmental events, strategy and media. Represent the Gauteng Department of e-Government in the provincial communication forum. Monitoring and liaison with media. Define and review on a continual basis the purpose, objectives, priorities and activities of the business unit. Participation in the organisational and Business unit’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the Corporate Management Business Unit. Evaluate the performance of the Business Unit on a continuing basis against predetermined key measurable objectives and standards. To report to the HOD on a regular basis on the activities of the Business unit and on matters of substantial importance to the Administration. Active participation in the budgeting process at Executive and Business unit levels. Preparing of the Annual and Adjustment Budgets for the Business Unit. Direct responsibility for the efficient, economic and effective control and management of the Business unit’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of
purchases for the Business unit. Reporting to the Chief Financial Officer on all aspects of the Communications Business Unit’s finances. Motivate, train and guide staff within the Communications Business Unit, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Unit. Monitor information capacity building within the Unit.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

POST 26/183: CHIEF DIRECTOR: BUSINESS ALIGNMENT
REF NO: REFS/007078
(5 Year Fixed - Term Employment Contract)
Branch: ICT

SALARY: R1 251 183 per annum (Level 14) (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Bachelor’s Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years’ experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years’ experience in project management Strong knowledge and experience of high-level IT business architecture. Experience within government service will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES: Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units’ strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme’s mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 26/184: DEPUTY DIRECTOR: DESKTOP SUPPORT
REF NO: REFS/007286
Directorate: ICT Operations

SALARY: R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus National Diploma (Information Technology), (NQF Level 6) or related Information Technology qualification. At least 3 – 5 years’ experience in desktop support or related environment Microsoft Certified System Engineer/Administrator, ITIL Foundation Certificate, Project Coordination and Project Management will be advantageous.
**DUTIES**: Manage and perform supervisory duties on a daily basis for the IT Desktop Support Team and ensuring procedures and processes are adhered to. Ensure adequate staffing levels are maintained within the Desktop Support teams at all times. Ensure targets outlined by the SLA and KPI's are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues and escalate the to IT Service Delivery Manager. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers.

**ENQUIRIES**: Ms. Portia Makotwane Tel No: (011) 689 8898

**POST 26/185**: ASSISTANT DIRECTOR: LAB AND R&D REF NO: REFS/007287

**Directorate**: Change Control

**SALARY**: R470 040 per annum (Level 10) (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric plus a 3-year relevant degree/diploma or related Information Technology qualification. At least 2 - 3 years’ experience in IT LAB and Research & Development. ITIL Foundation, MCSE will be advantageous.

**DUTIES**: Managing network taps and server capacity and configurations. Managing hardware and software configurations and updates. Manage hardware and software infrastructure in LAB. Testing of current & new applications and systems prior rollout to production. Liaise with business in the delivery of ICT services. Management of ICT policies and procedures for LAB. Maintaining lab documentation (such as lab descriptions, diagrams, and processes). Implementing a preventative maintenance program for equipment. Directs and administers the Laboratory Operations testing area processes to meet operation testing targets. Develops and maintains controls and procedures to ensure that the Laboratory Operations testing process runs efficiently. Ensures that Laboratory Operations staff can recover the testing environment to its prescribed state after the introduction and testing of ICT elements. Maintains the Laboratory ICT infrastructure elements in a manner that reflects the live environment of E-GOV and GCR. Plans and personally conducts the installation of computer hardware/software/network and liaises regularly with internal, supplier and vendor staff to ensure adequate support is provided. Ensures that the physical environment is maintained and secure according to E-GOV and GCR requirements and ICTSS needs, while ensuring accessibility and availability at all times. Ensures that the new production systems meet the agreed operability criteria for live running prior to release from the Laboratory environment. Ensures that the IT Operations and IT Infrastructure Managers are provided with regular feedback on the Laboratory Operations performance. Ensures that all contractual documentation relevant to maintenance contracts is complete. Work with the Solutions Architect and R&D Lead to investigate and recommend improvements in the facility through introduction of new technologies and
solutions. Is required to stay abreast of technologies and IT trends by achieving and maintaining vendor certifications represented in the LAB facility. Ensures that the LAB system resources are kept in good working order. Ensure all new hardware standards are regression tested and published. Patch management. Management reports. Project Management. Implement and maintain information security requirements. Developing and implementing research and development procedures and techniques. Helping senior management and internal clients to understand the results and implications of research and development initiatives. Advises on the appropriate solutions to complex product design and development problems. Creates and introduces new techniques that expedite or simplify the development process.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 26/186 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/007290
Directorate: Internal Risk Management

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg

DUTIES : Provide inputs into the Risk Management Framework. Facilitate the risk assessments for each Business Unit and update the risk register quarterly. Obtain evidence for control assessments and progress on action plans on a monthly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress of action plans. Conduct BIA's and update the BCP. Co-ordinate BCP tests. Facilitate and co-ordinate all training sessions. Follow-up on internal and external audit implementation plans. Gather risk information for reporting to business units and governance structures.

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

POST 26/187 : ASSISTANT DIRECTOR: EMPLOYEE EXITS REF NO: REFS/007291
Directorate: Employee Exits

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg

DUTIES : Administer termination of services, leave gratuity/discounting and service bonus and pension withdrawal for the Gauteng Provincial Government (GPG). Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/ Acts. Manage relations with all stakeholders. Resolve complex and sensitive termination on the cases. Lead, manage, support and mentor HR Termination Practitioners. Manage performance of the team. Ensure compliance with SLA's by the team. Enforce quality improvements in the performance processes & services. Generate management reports for GPG Departments on SLA achievement for terminations, Leave Gratuity and Discounting and Pension Withdrawals. Conduct training on employee exits processes to GPG employees and potential Retirees. Administer and manage the exit interview reports to GPG Departments. Perform any other additional responsibilities as allocated by the manager.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400
POST 26/188 : ASSISTANT DIRECTOR- SKILLS DEVELOPMENT FACILITATOR REF NO: REFS/007292
Directorate: Human Resource Management

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a relevant 3-year Degree/Diploma in Education, Training, and Development or equivalent. At least 2-3 years experience in Human Resource Development related to the duties specified below.
DUTIES : Provide strategic direction, operational leadership, and mentorship to the skills development environment. Ensure compliance to and the incorporation of all relevant legislations, strategies, and policies. Ensure the incorporation in terms of the Sector Skills Plans into the organisational skills plans. Provide leadership in terms of the Skills development facilitation this includes compliance with the SDF requirements. Apply the Batho Pele principles. Maintain an integrated system of all data required for the effective management of skills development. Performance manage the skills development team. Establish, manage, and maintain good working and effective relations with business units. Assist with the performance management function.
ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 26/189 : ASSISTANT DIRECTOR: NETWORK ADMINISTRATOR REF NO: REFS/007293
Directorate: Broadband Connectivity (All Clusters)

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF 6 Information Technology qualification or related IT qualification. At least 2 - 3 years’ experience in LAN, WAN management & support.
ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 26/190 : ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION (SMS) REF NO: REFS/007294
Directorate: Human Resource Administration

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant HR National Diploma / Degree or relevant with 2 - 3 years in Human Resources Administration experience. Working knowledge of Persal transversal system. Knowledge and experience in SMS/MMS Dispensations. Knowledge of legislations and prescripts pertaining to SMS/MMS appointments.
DUTIES : Ensure effective processing of all GPG Department’s appointments and conditions of services of MMS/SMS members. Quality assurance of appointments and conditions of service of Senior Practitioners. Ensure accuracy of Persal transactions. Manage the operational execution of service level agreements. Manage the effective utilisation of resources in the sub-unit. Quality assurance of SMS/MMS processes. Conduct
performance management contracts and reviews of all Senior Practitioners. Mentor and support subordinates. Provide monthly reports to management. Maintain good customer relations.

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

POST 26/191 : PROJECT ADMINISTRATOR REF NO: REFS/007295
Directorate: Programme Management Office

SALARY : R316 791 per annum (Level 08) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/Degree in Office and Project Management / Business Administration or relevant. A minimum of 2 - 3 years project administration experience within the Information Technology environment. Experience within government service will be an advantage.
DUTIES : Provide overall administrative responsibility for the programme office. Provide administrative and project support for various project teams, project members, and various management committees. This includes the planning, organising and co-ordinating of various administrative functions. Communication with all stakeholders when necessary. Monitor and track project and management related queries. Plan organise and co-ordinate various events for the programme office. Expertise in specialist tools and technics is provided (e.g. planning tools, risk tools and methodologies).

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 26/192 : PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/007296 (X3 POSTS)
Directorate: Human Resources Administration

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus HR or related National Diploma/ Degree with 1-2 years HR transactional experience. Knowledge of public sector environment and transversal systems.
DUTIES : Check/ Verify completeness of HR Administration applications/requests from Departments and capture on PERSAL, timeously and accurately. Identify HR administration problems, gaps and needs to be investigated and proposed corrective measures. Give advice on HR Administration matters pertaining to the application of Public Service Regulations (PSR) Act. Resolve HR Administration problems and queries.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 26/193 : PRACTITIONER: PAYROLL SERVICES REF NO: REFS/007297 (X5 POSTS)
Directorate: Payroll Services

SALARY : R208 584 per annum (Level 06) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in HR with 1-2 years’ experience in HR environment. Knowledge and Experience of Persal and BAS system would be added advantage. Financial background. Payment of allowances.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400
POST 26/194 : **FILING CLERK: PAYROLL SERVICES REF NO: REFS/007299**
Directorate: Payroll Services

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Grade 12 certificate plus 1 year’ experience in filing. Previous government working experience and knowledge of BAS/SAP/Dept pack/ Persal system will be an added advantage. Excellent customer service is necessary. Good Communication skills. Good Office Administration skills (Written and verbal. The incumbent must be able to work under pressure. Checking with Team leaders to verify if the batch has been approved. Assist Auditor by drawing files for auditing. Retrieve documents requested by Salary Administration staff. Retrieve documents requested by Auditors/Entities etc. Provide copies of original documents. Scanning documents received from DMC for processing. Scanning out processed documents with Persal Transaction details on Doc-track. Sorting and returning of processed payroll documents to GPG entities.

**DUTIES** :
- Receiving and filing of salary mandates and court orders.
- Checking with Team leaders to verify if the batch has been approved.
- Assist Auditor by drawing files for auditing.
- Retrieve documents requested by Salary Administration staff.
- Retrieve documents requested by Auditors/Entities etc.
- Provide copies of original documents.
- Scanning documents received from DMC for processing.
- Scanning out processed documents with Persal Transaction details on Doc-track.
- Sorting and returning of processed payroll documents to GPG entities.

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

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

POST 26/195 : **HEAD OF CLINICAL UNIT REF NO: HOU- INT-MED-01/TMRH (X1 POST)**
Directorate: Internal Medicine

**SALARY** : Grade 1: R1 728 807 – R1 834 890 per annum (plus benefits)

**CENTRE** : Thelle Mogoerane Regional Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.Med Internal Medicine) and / or Fellowship of the college of Surgeons of South Africa-FCS (SA). A recognized diploma or sub- specialty in a branch of Internal Medicine will be an advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in Internal Medicine is mandatory.

**DUTIES** :
- Clinical leadership of Thelle Mogoerane Regional Hospital Internal Medicine Unit or Department implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit. Responsible for training and guidance of Medical Officers, Medical Interns, Community Service Doctors, undergraduate and post graduate students and other health professionals. Ensure compliance to National Core Standards and / or Ideal Hospital Standards regarding to the Internal Medicine Unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirements. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time.
- Participate in developing the unit operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

**ENQUIRIES** : Dr BJ Kandamo Tel No: (011) 891 0268
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airode, 1451. Or email to: TMRH.Vacancies@gauteng.gov.za.

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

Please Note: The Public Service does not charge any fees for applying for posts. TMRH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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: 04 December 2020

POST 26/196: CLINICAL MANAGER GRADE 1 REF NO: CLIN-MAN-01/TMRH (X2 POSTS)
Directorate: Medical

SALARY: R1 173 900 – R1 302 849 per annum (plus benefits)

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2020-2021). A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver’s license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES: Responsible for the leadership and management of the delivery of clinical services to patients referred to Thelle Mogoerane Regional Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive.
management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Thelle Mogoerane Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

**ENQUIRIES**: Dr M.M. Malaka Tel No: (011) 891 7318

**APPLICATIONS**: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451, or email to: TMRH.Vacancies@gauteng.gov.za.

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

**CLOSING DATE**: 04 December 2020

**POST 26/197**: MEDICAL SPECIALIST GRADE 1 REF NO: EHD2020/11/01 (X2 POSTS)

Directorate: Family Medicine

**SALARY**: Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)

**CENTRE**: Ekurhuleni Health District

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

**DUTIES**

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

**ENQUIRIES**

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

**APPLICATIONS**

Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE**

No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

27 November 2020

**POST 26/198**

SPECIALIST ORTHOPAEDICS SURGEON GRADE 1 REF NO: REFS/007270 (X1 POST)

Directorate: Orthopaedics

**SALARY**

R1 106 040 per annum (per annum plus benefits)

**CENTRE**

Helen Joseph Hospital

**REQUIREMENTS**

Registration as a Medical Specialist (MBChB) with the HPCSA. Candidate should have a qualification equivalent to [FC Ortho (SA)] and MMed. Experience in foot & ankle surgery will be an added advantage. Commuted overtime is compulsory.

**DUTIES**

Clinical management of Orthopaedic patients as a Consultant at Helen Joseph / Rahima Moosa Hospital Complex. Do post intake and follow-up ward rounds and supervising registrars, medical officers, interns and nursing staff rotating in Orthopaedics. Managing patients attending Outpatient Department clinic. Participating in the academic duties of the Wits Department of Orthopaedics. Teaching, training and supervising undergraduate medical and postgraduate students (registrars) in the discipline of Orthopaedic Research. Outreach to facilities / services in the catchment areas. Participate in the multidisciplinary team. Participate in
management committees in Helen Joseph Hospital. Note: The successful candidate should be aware of the fact the Orthopaedic Department, at Helen Joseph / Rahima Moosa Hospital work as one unit and he or she may be required to render a service at Rahima Moosa Hospital.

ENQUIRIES : Dr A Younus (Orthopaedics Department) Tel No: (011) 489 0636 Ester Visagie @ email address: ester.visagie@wits.ac.za

APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.

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

CLOSING DATE : 27 November 2020

POST 26/199 : MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH: 334 (X1 POST)
Directorate: Nursing: Medicine and Psychiatry
This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY : R949 482 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Administration obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. A valid driver’s license will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level (as an Assistant Manager). Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure.

DUTIES : Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education
and In-service Education and compliance to nursing practice. Ensure advocacy for the patients, nursing ethos and professionalism Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Realization of ideal hospital. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final)

ENQUIRIES
Mr. N.B. Mulaudzi Tel No: (011) 933 9779

APPLICATIONS
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply

CLOSING DATE
04 December 2020

POST 26/200
SUPERVISOR PHARMACY REF NO: SP/CMJAH/2020
Directorate: Pharmacy Department

SALARY
Grade 1: R821 205 per annum

CENTRE
Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS
Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 4 years’ appropriate experience after registration as Pharmacist.

DUTIES
Unit manager within the Pharmacy. Supervision of in-patients and Out-patients sections of the Pharmacy, including all the satellites of the pharmacy. Perform duties assigned by management. Deputize for the managers when necessary. Be self -motivated. Ability to act with tact and discretion. Ability to work as a member for a multidisciplinary team. Be involved with continuous improvement projects to address service delivery challenges (. i.e. CCMDD, Rx Solution, Lean System). Supervision of work teams in the pharmacy. Gather and analyse statistical data for forward planning. Registered as a tutor for training. Prepare relevant reports. Prepared to work after hours when required. Evaluation of the patient’s medicine -related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine.
Furnishing of information and advice to any person with regards to the use of the medicine. Ensure adherence to hospital and provincial drug formularies, PFMA, Ideal hospital framework, budget control and avoid wasteful and fruitless expenditure. Comply with the Standard Operating Procedures and statutory regulations such as the GGP, GMP and PFMA incl. Cost containment, provide comprehensive patient counselling and liaise with medical /nursing staff on patient problem regarding in appropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in registers, monitoring adherence and appropriate use of chronic. Ensure thermo-labile products are stored and handled according to manufacturer's recommendations. Consulting medical offers to ensure compliance of standards treatment guidelines and EML. Provide in-house training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicine according to formulae. Compliance to SOP's. Mentoring and tutoring of Interns and Pharmacist Assistants. Supervising pharmacist assistants on dispensing activities. Placing orders and follow up on back orders. Supervising pharmacist assistants on stock orders receiving, and storage procedures. Promote Public Health. Conduct cyclic and bi-annual stock counts. Comply with the six ministerial quality priorities and Batho Pele Principles. Ensure safe keeping and security of stock, preventing losses, theft and expiring stock. The provision of extended hours, and on-call services according to the needs of the institution. Perform any other duty within the scope of practise. Compliance to ideal hospital framework and the NHI as applicable to Pharmacy. Ensure that section 21 medicines procedures are followed properly by health professionals and schedule 6 drug register is balanced after every issue and quarterly as per regulations governing prescriptions. Good written and communication skills, supervisory, planning and organizing skills. Support the Pharmacy managers in effective administration of the pharmacy.

ENQUIRIES: Ms O.I Ubogu Tel No: (011) 488 3225
APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Medicahr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply.

CLOSING DATE: 27 November 2020

POST 26/201: MEDICAL OFFICER GRADE 1 REF NO: EHD2020/11/02 (X8 POSTS)
(Contract for 3 Months)
Directorate: Family Medicine

SALARY: Grade 1: R821 205 – R884 670 per annum (All-inclusive remunerative package)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: MBBCH or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree is an advantage. Grade 1: Less than 5 years relevant experience as a Medical
Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.

**DUTIES**

- Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS).
- Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**

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

**APPLICATIONS**

Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE**

No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

27 November 2020

**POST 26/202**

MEDICAL OFFICER REF NO: REFS/007271 (X2 POSTS)

Directorate: Emergency Department

**SALARY**

R821 205 per annum plus benefits

**CENTRE**

Helen Joseph Hospital

**REQUIREMENTS**

Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner by Jan 2021. Proof of current registration is essential. Grade 1: No experience required after registration as Medical Practitioner with the HPCSA. Evidence of interest in acute and emergency care is advantageous. Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/APLS/PALS certificates will be advantageous. Diploma in Primary Emergency Care (DipPEC) and emergency ultrasound accreditation also advantageous. Commuted overtime is mandatory.
DUTIES: Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.

ENQUIRIES: Dr P Saffy or Dr L Chadinha Tel No: (011) 489 1011

APPLICATIONS: must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION: Human resources department.

NOTE: Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 27 November 2020

POST 26/203: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EMERGENCY MEDICAL SERVICE

Directorate

SALARY: R733 257 per annum (Level 11) (plus benefit)

CENTRE: Midrand-EMS

REQUIREMENTS: Three years tertiary qualification in Supply Chain Management or equivalent qualification, plus five years’ experience in a management position within the Supply Chain environment. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, in-depth knowledge of the SCM framework, PPPFA, BBBEE. Knowledge of Microsoft Office, Excel, Word and Power Point, SAP. Knowledge of public systems, knowledge of national and provincial mandates. Project conflict and management skills, Knowledge of grievance and disciplinary procedures, Research and analytical skills, Management and decision-making skills. Report writing skills, Ability to analyse and interpret financial information, Ability to interpret, policies and other prescripts. Presentation skills, good verbal /written communication skills, Ability to facilitate workshops, provide training and present policies. A valid Driver’s licence is required.

DUTIES: Management of Security. Ensure effective & efficient systems related to the acquisition, receiving, storage, control, distribution & payment of goods & services within the Chief Directorate. Provide administration support to management. Monitor stock counts & submission of reports to supervisor. Compile & distribute procurement reports. Provide all the reports from SAP system as & when required Provide technical support to the Chief Directorate’s Bid Adjudication committee on an adhoc basis. Manage subordinates. Ensure timeous processing of orders & payments according to the relevant prescripts, Effective & efficient management & safekeeping of vouchers. Deal with queries relating to processing of requisitions orders & payment for goods & services within the SCM process, Contract Management and Asset Management. Assist with infrastructure project.

ENQUIRIES: Mr CV Mokobodi Tel No: (011) 564 2253

APPLICATIONS: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za.
NOTE: Must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

CLOSING DATE: 04 December 2020

POST 26/204: ASSISTANT MANAGER NURSING (OBSTETRICS, GYNAE & PAEDIATRICS) REF NO: TDH015/2020 (X1 POST)

SALARY: R614 991 per annum plus 13th cheque, Medical Aid (Optional) Home Owner Allowance Employee must meet prescribed Requirements). Uniform allowance.

CENTRE: Tshwane District Hospital

REQUIREMENTS:
- Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification with at least one 1year accredited with SANC in one of the speciality referred above. Degree/Diploma in Nursing Management. Minimum of 10years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least nursing six (6) years referred to above must be appropriate/recognizable experience in the specific Speciality after obtaining one (1) year post basic qualification in the relevant speciality. At least three (3) years of the period referred above must be appropriate/recognizable experience at management level. Computer literacy. Proof of current registration with SANC as a Professional Nurse (2020). Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing teamwork efficiency and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleague’s to ensure proper nursing service in the unit. Demonstrate and in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery.

DUTIES:
- Implement and co-ordinate Maternal and Child Care services. Implement standard practices criteria and indicators for quality Maternal and Child care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi-disciplinary team. Maintain a plan to improve the quality of Maternal and Child Care. Monitor Employee Performance Management and Development System (EPMDS). Supervise the provision of nursing care services by staff nurses and enrolled nursing assistants in maternity. Ensure the observation of in-patients on a 24 hour basis and that appropriate intervention processes are initiated timely. Ensure effective implementation of the ANC/PNC Policy. Ensure effective utilization of all resources in the department.

ENQUIRIES:
- Mr. Frank Budzwa Tel No: (012) 354 7600

APPLICATIONS:
- Should be forwarded to HR department, Tshwane District Hospital, Private Bag X 179, Pretoria, 0001 or Hand delivered to HR department, Tshwane District Hospital, Cnr Dr Savage Road and Steve Biko Road.

CLOSING DATE: 27 November 2020

POST 26/205: ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNS-PMN/CMJAH/2020

Directorate: Nursing Division Paediatric/Midwifery and Neonatal

SALARY: R614 991 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
- Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Nursing/ Midwifery and Neonatal nursing. Have a minimum of 10
years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Child Nursing/Midwifery and Neonatal Nursing Science qualification. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage.

**DUTIES**

To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

**ENQUIRIES**

Mr G.N.B Moeng Tel No: (011)488-4338

**APPLICATIONS**

Should be submitted on a (PDF Format only) to the following email-address Respondenhandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**

Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Females, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

**CLOSING DATE**

27 November 2020

**POST 26/206**

ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNS-ND/CMJAH/2020

Directorate: Nursing Division

**SALARY**

R614 991 per annum (plus benefits)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. Have a minimum of 10 years
appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. Experience in managing and coordinating transplant and donor organ donor processes and computer literacy will be added advantages. Be able to work flexible working hours.

**DUTIES**

To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To manage and coordinate transplant and organ donation program. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

**ENQUIRIES**

Ms N. Morare Tel No: (011)488-3155

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**

Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

**CLOSING DATE**

27 November 2020

**POST 26/207**

ASSISTANT MANAGER NURSING-PALLIATIVE CARE (PN-B4) REF NO: CHBAH: 335 (X 1 POST)

Directorate: Centre for Palliative Care

**SALARY**

R614 991 per annum

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma or relevant
training in Palliative Care, or Oncology with duration of at least 1(One) year accredited with SANC. Current registration with the South African Nursing Council. A minimum of 10 (Ten) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general nursing, at least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 (One) year post-basic qualification in the relevant specialty. At least 3 (Three) years at Management level. Applicant should be prepared to undergo Medical surveillance as an inherit job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Knowledge of the National Policy Framework and Strategy for Palliative Care and its priorities. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**DUTIES**

- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and Participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of palliative care nursing guidelines, norms and standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination of provision of effective training and research. Monthly, quarterly and annual report compilation. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof.

**ENQUIRIES**

Dr. Mpho Ratshikana Tel No: (011) 933 0051

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks – Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 04 December 2020

**POST 26/208**: ASSISTANT MANAGER GENERAL
Directorate: Surgery/ Night duty / HIV Nursing Department

**SALARY**: R562 800 per annum

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital
Ref No: A: Sur/CMJAH2020/
Ref No: A: Nig/ CMJAH2020
Ref No: A: HIV/ CMJAH2020

**REQUIREMENTS**: A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse and proof of current registration. A minimum of 8 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Relevant experience and computer literacy will be added advantages.

**DUTIES**: To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Expected to do calls on rotational basis. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff reporting under him/her. Conduct clinical audits in the wards and implement quality systems to correct identified service challenges. Use of information technology to enhance service delivery. Assistant Manager on night duty will be responsible to coordinate hospital services at night and report to management and Assistant Manager for TB/HIV department be responsible of establishing and strengthening the mechanism for delivering integrated TB and HIV services as added responsibilities.

**ENQUIRIES**

**APPLICATIONS**: Should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

**NOTE**: Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is
committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Females, Indian Males and Females.

**CLOSING DATE** : 27 November 2020

**POST 26/209** : OPERATIONAL MANAGER ADVANCED MIDWIFERY (X1 POST)
Directorate: Nursing

**SALARY** : R562 800 – R633 432 per annum

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : A minimum of nine (9) years appropriate / recognizable nursing experience after registration as a professional nurse with SANC. Registration with the South African Nursing Council and have valid SANC RECEIPT. Basic nursing diploma/ degree as a professional nurse and basic Midwifery accredited with SANC. At least five (5) years of the referred to above must be appropriate recognizable experience after obtaining the one (1) year post basic qualification in advanced midwifery. Valid South African ID/ and valid passport. Basic computer literacy. Have valid driver’s license.

**DUTIES** : The incumbent will work under the direct supervision of the assistant manager. The supervision of quality nursing care at night according to the scope of practice. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communication with all managers regarding issues of health care provided by various groups. The incumbent will sometimes be required to do night shift. Ensure adherence to work ethics. Ensure adherence to Batho- Pele principles. Ensure the implementation of all quality and other mandatory priorities. The ability to work under pressure. Supervise availability of beds and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.

**ENQUIRIES** : Ms K. Tinghitsi Tel No: (011) 812 8313

**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE** : Applications must be submitted on Z83 form, CV, certified copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 27 November 2020

**POST 26/210** : DISTRICT MANAGER GRADE 2-GRADE 3
Directorate: Emergency Medical Services

**SALARY** : R536 109 - R833 529 (plus benefits)

**CENTRE** : Sedibeng District

**REQUIREMENTS** : ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3-5 years in managerial experience.

**DUTIES** : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and
Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management and control of repairs and maintenance in district fleet, in line with minimum operational strength. Co-ordinate and delegate subordinates in major incidents for Emergency Medical Services and arrange training exercises with stakeholders if required. Compile regular statutory monthly reports with recommendations. Submission of Demand Plans in line with budgets per line item. Assisting management in Operational and infra-structure planning. Ensure key performance indicators are achieved and implement remedies for non-performance. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Co-ordination and management decisions in Gauteng Province when on standby. Ensure Subordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the CPG’s as per their clinical qualification.

ENQUIRIES : Mr C R Errakiah Tel No: (011) 564 2053
APPLICATIONS : Must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za.

NOTE : Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full. NB: Candidates will be asked to do a 10 minute presentation, on the Operations Management and Governance at District Level.

CLOSING DATE : 04 December 2020
POST 26/211 : ASD- DIAGNOSTIC RADIOGRAPHY GRADE 1 REF NO: 2020/11/01 (X1 POST)
Directorate: X-Ray Department

SALARY : R517 326 per annum
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A recognised National Diploma or Bachelor’s Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/ supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver’s licence. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues.
Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.

**DUTIES**

Manage the Radiography services in the Health Districts and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD & HRD for training related matters. Encourage, facilitate and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training. Coordinate and manage procurement processes for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

**ENQUIRIES**

Mrs. M Madolo Tel No: (016) 950 6010

**APPLICATIONS**

Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will
be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE : 27 November 2020

POST 26/212 : CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2020/11/03 (X10 POSTS)
Directorate: Rehabilitation

SALARY : R466 119 – R517 326 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Recognised National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years’ experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH Guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedures, Quality Control and Record keeping processes is essential.

DUTIES : Manage the entire Radiography department and associated functions. Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public Service policies and Acts. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liaise Radiography service-related issues with other stakeholders (internal and external). Manage workflow in the entire department. Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.

ENQUIRIES : Ms M. Masipa Tel No: (011) 876 1776 Ms A.E Tshivhase Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record...
checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**: 27 November 2020

**POST 26/213**: CHIEF DIAGNOSTIC RADIOGRAPHER 1 REF NO: 2020/11/02 (X3 POSTS)

**Directorate**: X-Ray Department

**SALARY**: R466 119 per annum

**CENTRE**: Sedibeng District Health Services

**REQUIREMENT**: Recognised National Diploma or Degree in Diagnostic Radiography. Qualification proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years’ experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedures, Quality Control and Record keeping processes is essential.

**DUTIES**: Manage the entire Radiography department and associated functions. Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public Service policies and Acts. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liaise Radiography service related issues with other stakeholders (internal and external). Manage workflow in the entire department. Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.

**ENQUIRIES**: Mrs. M Madolo Tel No: (016) 950 6010

**APPLICATIONS**: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for
appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE: 27 November 2020

POST 26/214: DIAGNOSTIC RADIOGRAPHER 1 REF NO: 2020/11/03 (X26 POSTS)

Directorate: X-Ray Department

SALARY: R395 703 per annum

CENTRE: Sedibeng District Health Services

REQUIREMENTS:
National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required. Be prepared to rotate as per district needs.

DUTIES:
Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

ENQUIRIES:
Mrs. M Madolo Tel No: (016) 9506010

APPLICATIONS:
Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE:
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for
appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE : 27 November 2020

POST 26/215 : NUCLEAR MEDICINE RADIOGRAPHER REF NO: CHBAH 336 (X2 POSTS)
Directorate: Nuclear Medicine
This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY : R395 703 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Nuclear Medicine Radiography. Grade 1: 4 Years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES : Render effective patient centred nuclear medicine service for in-and outpatient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES : Ms. V. Modisane Tel No: (011) 933 8502/9885
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be
accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 04 December 2020
POST 26/216 : SOCIAL WORK SUPERVISOR – GRADE 1 REF NO: SW01/TMRH (X 1 POST)
Directorate: Social Science

SALARY : R384 228 – R445 425 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : A four year Degree in Social Work Current Registration with SACSSP as a social worker Minimum of seven (7) years’ experience in social work after registration as a social worker with the SACSSP A minimum of 3 years’ experience in a health care environment Previous experience with mentoring or supervision of students and sub ordinates Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector Ability to work within a multidisciplinary team.

DUTIES : Overall management and supervision of staff. Implementation of the Supervision policy and the PMDS system. Manage the Social Work department at the institution within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance Programme and support other mandates of the department and institution in terms of audits, reporting and implementation of corrective measures. Provide input into compilation of the strategic and operational plans of the department and hospital. Manage assets and all human and financial resources of the social work department. Prepare and analyze monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and institution at various forums and meetings as per delegation, internally and externally. Implement the decisions and plans taken at departmental and institutional level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Perform any duties as allocated by management.

ENQUIRIES : Ms D Chauke Tel No: (011) 891 7298
APPLICATIONS : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451. Or email to TMRH.Vacancies@gauteng.gov.za.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled
on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months) Applicants must indicate the post reference number on their applications Failure to submit the required documents will result in the application not being considered Qualifications of candidates recommended for appointment will be verified Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records Applications received after closing date will not be accepted The Department reserves the right to not make an appointment/fill the post Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference Please Note: The Public Service does not charge any fees for applying for posts. TMRH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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**: 04 December 2020

**POST 26/217**: LECTURER PND 1/2 PROFESSIONAL NURSE – SIMULATION AND SKILLS LABORATORY REF NO: L/S/S/L/10/2020

**Directorate**: Nursing Education and Training

**SALARY**: PND1: R383 226 per annum (plus benefits)  
PND2: R471 333 per annum (plus benefits)

**CENTRE**: Rahima Moosa Campus

**REQUIREMENTS**: PND1 minimum of 4 years appropriate/recognizable Nursing experience after being registered as a Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. Have the following qualifications: Grade 12; Diploma or degree in General Nursing and Midwifery or R.425; Degree in Nursing Education and Nursing Administration; Diploma in Critical Care OR Operating Theatre OR Trauma and Emergency. Have a minimum of 2 years appropriate clinical experience in one of the clinical specialties and 2 years of full-time teaching experience in one of the clinical specialist programmes as stated above. Registered with the SANC. Have proof of Computer literacy (Word, PowerPoint, Excel). Have a code 8 Drivers’ License. Excellent communication skills. Excellent mechanical skills to competently maintain and use equipment in a simulation and skills laboratory. Familiarity with anaesthesia machines, physiological monitoring systems, infant incubators, ventilators, and other common medical device systems.

**DUTIES**: Oversee the functioning and scheduling of the Skills Labs and the High-Tech Simulation Lab. Collaborate with lecturers to provide for consistent and relevant student learning experiences to meet their programme and clinical objectives. Design, develop, implement and evaluate scenarios, simulated learning activities and educational material for all programmes in collaboration with the lecturers. Maintain and operate the simulation lab to include troubleshooting and working with information technology personnel, etc. Provide simulation training and practice for lecturers. Assist lecturers with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills. Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab. Contribute to the
evaluation of students during skills and simulation activities. Provide assistance to students upon referral for remediation. Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner. Monitor and perform routine minor maintenance and repair on all lab equipment, to ensure all equipment is maintained in good working order. Support the development of the programmes objectives, curriculum, policies, and assure fulfilment of standards of the SANC and CHE. Develop and implement policies and guidelines for the labs. Maintain a policies and procedures manual for the labs. Maintain supervised scheduled lab hours as necessary according to student schedules. Maintenance of records. Provide input for budget preparation regarding equipment, supplies and materials. Have and implement a sound knowledge of all applicable current legislation. Continuing education in Nursing education as well as own Speciality.

Comply with Infection Prevention and Control measures as well as OHS’

ENQUIRIES : Mrs Gassiep Tel No: (011) 247-3345-3300
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 : All applications must be submitted with z83 form cv and certified copied 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 : 27 November 2020
POST 26/218 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
Directorate: Supply Chain Management

SALARY : R376 596 – R443 601 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Diploma/Degree in Logistics Management or equivalent qualification. Minimum of 5-years’ experience in Supply Chain Management or environment of which three years should be on supervisory level (level 7), postgraduate qualification in logistics or relevant qualification may be an added advantage. Valid Driver’s licence. Extensive knowledge of public sector supply chain legislations including but not limited to PFMA, Treasury Regulations, SCM National Treasury Instruction notes, Code of Conduct for SCM practitioners, PPPFA, PPR, BBBEE, Tender Act, Labour Relations Act, PSA and PSR, Code of Conduct for public servants, PHSA, Basic Conditions of Employment Act, Fraud, Prevention and Combating of Corrupt Activities Act. Skills And Expertise: Ability to interpret and implement acts / legislations, work under strenuous environment, work individually and in a team, work under immense pressure, analyse high volume and complex data, use computer and respective software, i.e. MS Excel, MS Word, conform with the ethical conducts, achieve targets within short period of time, hastily understand and manage various behaviour, to manage high number of personnel. Planning and organising, creative and innovative, verbal and written communication, report writing, problem solving, leadership, interpersonal, conflict management. System And Other Knowledge: SAP, SRM, Webcycle, Standard Chart of Accounts, BAS, Inventory Management System, Just in Time ordering, Economic

**DUTIES:** Procurement/Acquisition Management, Contract Management, Theoretical and Physical Inventory/Logistic Management, Transiting Management, Goods Receipt Management, Asset Management, Internal and External stakeholder management, supervision, employees performance management, individual performance management, management of the overall supply chain department, Webcycle Management; Management of payment to suppliers, development, implementation and review of the strategic plan, operational plan, monitoring of overall supply chain performance, development and regular review of risk management strategy, development and implementation of audit improvement plan, attending to audit queries.

**ENQUIRIES:** Mr. P.A. Nengwenani Tel No: (012) 318-6495

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

**NOTE:** Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE:** 27 November 2020

**POST 26/219:** ASSISTANT DIRECTOR (MIDDLE MANAGER) SUPPLY CHAIN MANAGEMENT (X1 POST)

**Directorate:** Supply chain

**SALARY:** R376 596 - R443 601 per annum

**CENTRE:** Far East Rand Hospital

**REQUIREMENTS:** Diploma/Degree in Logistics/supply Chain Management/ Public Administration or any other relevant tertiary qualification at NQF level 6 or Grade 12 Certificate with a minimum of five (5) years’ experience at supervisory level. Three (3) years’ relevant supply chain management experience at supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid drivers’ license.

**DUTIES:** Coordinate (synergise), review, research, analyse and plan the procurement needs of the department: research the relevant identified needs (in line with the SC strategy), analyse requirements, undertake research, determine and develop proposals for implementation, assess the results of the research on the market, interprets and develops proposals for procurement methodology, ensure compliance with quality requirements, determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: collect information from the relevant role players according to the prescribed template, check (engage) and analyse
the information, confirm availability of budget, check alignment against strategic and other objectives, consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/Quotation specifications as required: determine whether a specification for the relevant commodity exists, if not oversee the collection and collation of information and compilation of specifications/ terms of reference, compile and publish requests for proposals as required. Develop, implement and maintain the supplier database: perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Coordinate (synergise), review and execute the bidding process: provide secretariat services to the Quotation Evaluation Committee and Quotation Adjudication Committee (includes obtaining approval), compile bid documents, publish tender invitations, receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: compile terms of reference to invite service providers for an expression of interest, receive evaluate and adjudicate the expressions of interest, compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Coordinate and review the processing of requisitions for goods and services: receive and process a requisition, coordinate the placement of orders for goods and services, place an order for the service in the case of a service required, order and acquire goods if not a store item is not in stock. Coordinate the safekeeping and distribution of goods: receive and check goods, capture goods on relevant procurement system, return damaged incorrect and substandard goods, issue goods as a required, preparation and collation of payment documents. Coordinate the control of stock: continuously monitor inventory, stock taking according to stock taking plan, comparison of stock counted with official records, identify out dated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory: prepare the identified stock for disposal, develop proposals for the disposal method, presentation to the disposal committee for approval. Supervise monitor, analyse and determine actions to ensure proper contract administration: administer variations to the contracts, evaluate applications for price adjustments and invoke penalty clauses, evaluate applications for variations, amendments and cancelation and develop proposals for approval, undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes, maintain proper relationship within the code of ethics to ensure deliver off goods/ services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Supervise employees to ensure an effective supply chain management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: general supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES**
Ms V Bulana Tel. No: (011) 812 8338

**APPLICATIONS**
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE**
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the
applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE : 27 November 2020

POST 26/220 : ASSISTANT DIRECTOR (MIDDLE MANAGER) RISK (X1 POST)
Directorate

SALARY : R376 596 - R443 601 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Diploma/ Degree in Logistics/Finance Management/ Public Administration or any relevant tertiary qualification at NQF level 6 or Grade 12 Certificate with a minimum of five (5) years’ experience at supervisory level. Three (3) years’ relevant risk management experience at supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid drivers’ license.

DUTIES : To supervise and implement the risk management framework in the institution: participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the institution: advocate and promote risk management in the institution (awareness activities, risk maturity- data gathering and quality review, capacity building (training and development), develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment, collect statistical information on indicators of risks, detect changes in the risk environment (internal and external context), supervise the capturing of data and maintenance of database on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process: facilitate the identification of risks, analysis of risks, risk evaluation, risk response, and compile risk profile (ensure and maintain risk register), compile reports as required. Monitor and review the identified risk response activities: monitoring the implementation of the progress of activities to address risks as agreed on, revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following: general supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms V. Bulana Tel No: (011) 812 8338
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
NOTE : Must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS)
Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 27 November 2020

**POST 26/221** : ASSISTANT DIRECTOR (PERSONAL ASSISTANT) REF NO: ADCEO/CMJAH/2020

Directorate: Office of the CEO

**SALARY** : R376 596 per annum (plus benefits)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Matric plus and appropriate 3 years Degree or Diploma in administration/secretarial diploma/public administration or equivalent qualification recognised by (SAQA). A minimum of 5 to 10 years’ experience in administration/secretarial. Personal assistant experience is essential.

Skills: Excellent organizational skills, ability to multi-task, excellent communication and report writing skills, excellent computer skills in Microsoft packages (MS office 365, Ms Word, Ms Excel, Ms Outlook and PowerPoint). Knowledge: Knowledge of PAIA, Health Act and Public Finance Management Act (PFMA). Maintain confidentiality in the office. Ability to act with tact and discretion. Ability to work under pressure, professional etiquette to present the CEO’s office. High level of reliability and ethics. Commitment to work beyond the call of duty. Following will be an added advantage: a minimum of 3-5 years in managing the senior Managers office, experience in the Hospital and in a tertiary hospital environment.

**DUTIES** : Provide support to the CEO: Efficient and effective planning of the CEO’s daily schedule in such a way that meetings do not clash. Prioritise appointments by ensuring that all urgent and important meetings are scheduled as per the CEO’s requirement. Prioritize daily tasks and ensure that duties are completed at a specific time. Compile reports/submission and ensure that the deadline is met. Supervise and training of support staff: Monitor and evaluate the performance of the staff in the office. Manage the human resource aspects related to the staff in the office. Ensure punctuality and staff attendance. Promote skills development, career pathing, manage staff training. Initiate team work and strategic alignment for the unit. Ensuring duly completion of tasks. Leave management by ensuring delivery of service in absence of any staff. Conduct quarterly leave audits. Motivation and mentoring of staff. Ensuring equitable distribution of work. Manage general support services in the office of the CEO: Establish implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the office. Comply with the ideal hospital requirements. Undertake line function task: Compile memoranda as required. Scrutinize submissions from other directorates and screen for omissions/mistakes/gaps prior to forwarding to the CEO for signature. Request for information to compile reports/submissions and quality check of information before the CEO can sign off. Co-ordinate, follow-up and compile reports of a transverse nature for the CEO. Compile presentations for the CEO. Understanding of the public service key legislatives and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/policies/circulars and procedures application to ensure efficient and effective support to the CEO. Remains abreast with the procedures and processes that apply in the office of the CEO.

**ENQUIRIES** : Ms L.P. Sinyolo Tel No: (011) 488 4777

**APPLICATIONS** : Should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record
check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Females, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

CLOSING DATE
27 November 2020

POST 26/222
ASSISTANT DIRECTOR: BIO MEDICAL CLINICAL ENGINEERING
REF NO: CHBAH: 337 (X1 POST)
Directorate: Supply Chain Management

SALARY
R376 596 – R454 902 per annum

CENTRE
Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS
A degree/National diploma in Bio Medical Engineering or clinical Engineering/National diploma in clinical Engineering or NFQ SAQA level 6 Engineering qualification. Registration with engineering council of South Africa (ECSA). Be a member of Clinical Engineering Association of South Africa (CEASA) Minimum 5 years’ experience in maintenance and management of medical equipment in a hospital of which 3 years is on supervisory level. High level of computer literacy and sound knowledge of Microsoft Office suite of applications is essential. Excellent written and verbal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented. Conflict management skills, Knowledge of grievance and disciplinary procedures, Management and decision making skills. Reports writing skills.

DUTIES
Manage and Maintain all medical equipment at CHBAH as per the manufacturer’s specifications and Health Technology . Manage and Maintain the medical equipment installed base including Demo and Loan Units Plan and Execute timely equipment services to comply with the manufacturer’s specifications and ensure that the correct service intervals are adhered to. Create and maintain a Service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Oversees Biomedical technicians and other maintenance staff. Oversees medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventive maintenance) are captured accurately on the hospital systems, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken and persons/suppliers involved in accordance with the hospital’s Guidelines and Technical Requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment where you have received factory training. Coordinate the utilization of technical and financial resources financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of Service Certificates to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo and/or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement schedule and obtain approval from SCM and or Medical. Equipment Committee. Conduct six monthly equipment audits to
ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to management. Be available for overtime and be on standby as and when required. Management of staff development and overall supervision. Conduct in-service training and, PMDS. Conflict resolution. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

NOTE

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

POST 26/223

SALARY
CENTRE
REQUIREMENTS

Clinical Technologist Grade 1. Appropriate recognized Diploma or degree as a Clinical Technologist registered as Pulmonology Clinical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Pulmonology Clinical Technologist. Clinical Technologist Grade 2. Appropriate recognized Diploma or degree as a Clinical Technologist registered as Pulmonology Clinical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Pulmonology Clinical Technologist. Clinical Technologist Grade 3. Appropriate recognized Diploma or degree as a Clinical Technologist registered as Pulmonology Clinical Technologist with the Health Professional Council of South Africa. A minimum of 20
years relevant experience after registration with HPCSA as a Pulmonology Clinical Technologist.

**DUTIES**

To perform/provide a professional clinical technology service in a Pulmonology department. To support and confirm diagnostic, therapeutic and corrective procedures on patients using specialized equipment and techniques for the treatment and or interpretation of a diagnosis of abnormalities and diseases.

**ENQUIRIES**

Dr. O.I Ubogu Tel No: (011) 488 3225

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email address: medicalhr.cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

**NOTE**

Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females, African Males and Females are encouraged to apply.

**CLOSING DATE**

27 November 2020

**POST 26/224**

**DIETITIAN PRODUCTION GRADE 1 REF NO: REFS/007272 (X1 POST)**

Directorate: Allied

**SALARY**

R317 976 per annum plus benefits

**CENTRE**

Helen Joseph Hospital

**REQUIREMENTS**

Interested candidates should have a Bachelor’s degree in Dietetics i.e. a 4 year degree or 3/4 year plus one year postgraduate. Currently registered with the HPCSA as a Dietitian as an independent practice dietitian. A minimum of 1 year experience after 1 year community service completed (since 2003) will be an added advantage. Experience in the management of clinical administrative and financial duties. Working experience in HIV/ AIDS and TB environment will be an added advantage. Basic computer literacy in Microsoft Office. Valid Driver’s license.

**DUTIES**

Overall management and implementation of dietetic services in the ARV/ TB clinic. To implement nutritional care plans for individual or groups of in and outpatients to contribute to the patient’s general health care. Participate in HIV/ Aids and TB rehabilitation programmes of the hospital and associated districts. To improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimise nutrition care. To attend scheduled ward rounds, meetings and forums in and outside the hospital. To refer patients to appropriate level of care. To communicate with relevant stakeholders regarding patient treatment. To implement Quality Assurance measures in area of work to ensure maintenance of, and where possible improve standards of patient care. To apply Batho Pele principles. To liaise with all the members of the multi-disciplinary HAST team to ensure the nutritional needs of patients are met. To provide education, in-service training and advice to councillors and all other team members. To participate and facilitate in continuous professional development (CPD) as required by HPCSA. To contribute to the delivery of dietetic student training (clinical). To orientate newcomers according to formal orientation programme. To implement National and Provincial strategies and policies. To assist with compiling and implementation of operational plans. To perform all the administrative functions required of
the job: statistics and reports. To do performance appraisal of relevant staff. To ensure that supplements for HAST programme are correctly ordered, received, stored and issued. To control HAST nutritional budget. To implement cost-containment processes. To contribute in activities to market the department and the dietetic profession. Adhere to the reporting structure within the HAST directive and the hospital dietetic department within Helen Joseph Hospital.

**ENQUIRIES**
Ms. Eloise de Bruin Tel No: (011) 489 0389

**APPLICATIONS**
Must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.

**NOTE**
Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE**
27 November 2020

**POST 26/225**
DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2020/11/04 (X87 POSTS)
Directorate: Rehabilitation

**SALARY**
R317 976 - R361 872 per annum (plus benefits)

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. Less than ten (10) years' experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.

**DUTIES**
Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

**ENQUIRIES**
Ms M. Masipa Tel No: (011) 876 1776 Ms A.E Tshivhase Tel No: (011) 876 1776
APPLICATIONS: Should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 27 November 2020

POST 26/226: SHIFT LEADER GRADE 3-6 COMMUNICATIONCENTRE (X6 POSTS)
Directorate: Directorate: Emergency Medical Services

SALARY: R265 995 – R544 143 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

CENTRE: Midrand

REQUIREMENTS: Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-years’ experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience.

DUTIES: Be responsible of all EMS activities in the Communication Centre. Provide advice on Procedure and policy matters to staff and ensure compliance with all policies operating in the service. Ensure effective communication system as well as be accountable for call taking and dispatching of all incidents in the communication centre. To assist the Communication Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the region in accordance with the policy on quality improvement of EMS. Ensure that effective strategies are implemented for meeting the needs of the community. Entrench a healthy and safe environment and follow up continuously. Be responsible for EMS occupational health and safety at the Communication centre. Co-ordinate or oversee all major incidents to ensure such incidents are appropriately managed in the communication centre. Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure communication centre crews maintain a high standard of etiquette and communication medium with customer or clients. Correlate all relevant statistics and indicators are received from shifts and send this information to the head office. Manage the tracking solution by ensuring all vehicles are functional and warnings are attended and mitigate against future. Investigate and report all calls delays and calls dropped. Investigating service complaints received from internal stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy quality with EMS. Ensure correct radio and telephone procedures are adhered to by all Emergency Care Dispatcher according to protocol. Maintain security and access restriction within control centre whilst on duty. Undertake any other duties as allocated by management. Eligible
candidates will be subjected to a medical, practical and theoretical evaluation(s).

ENQUIRIES : Ms Ramada Tel No: (011) 564 2008
APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685 04 December 2020
CLOSING DATE :
POST 26/227 :
ADMIN OFFICER (WARD CLERKS SUPERVISOR) REF NO: ODI/05/11/2020/01
SALARY :
R257 508 per annum (Level 07) (plus benefits)
CENTRE :
Odi District Hospital
REQUIREMENTS :
Grade 12 certificate with 10 years’ experience in Patient Administration in the hospital environment or three years National Diploma/Degree in Public Administration/ Public Management, Office Administrative Management, Administrative Management with 5 years’ experience in Patient Administration. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and internet). Must possess the ability to plan, organize, Supervise, inspect and evaluate work of subordinates. Good supervisory and problem-solving skills. Possess knowledge of the uniform patient’s Fees Schedules (UPFS), (MEDICOM/PAAB) and Sound knowledge of the Public Finance Management Act, Treasury Regulations and practice Notes. Good report writing Skills. All candidates must have a proven experience working in the following units Casualty (Accidents and Emergency), Outpatient Department, other wards, Labour ward (Maternity), Mortuary Services, Records, and an extensive knowledge of Downtime Management processes, must also have an extensive knowledge and experience in Patient Administration procedures, good Supervisory and problem-solving skills. Possess knowledge of uniform patient’s Fees Schedules (UPFS), MEDICOM/PAAB and sound knowledge of the Public Finance Management Act, Treasury Regulations and Practice Notes. Good report writing skills. A proven Supervisory or Team Leader experience in patient Administration will be regarded as an added advantage (Attach Supervisor’s testimonial). Applicants with disabilities are urged to provide proof since the nature of the job requirement demand a lot of walking distances due to nature of the structural setup of the Hospital. Must be prepared to work day and night including weekends (Shift Worker).
DUTIES :
Supervise ward clerks. Compiling of Revenue checklist and Audit Action Plan reports. Monitor and manager pottering and mortuary. Be actively involved in budgetary control and cost saving measures. Evaluate and manage PMDS of staff members. Optimize the management of Patient Administration in terms of Treasury regulations and PMFA. Ensure effective and efficient management of patient records. Develop, implement and monitor measures aimed at reducing waiting times in patient admitting. Maintain effective and efficient utilization of stall. Coordinate and provide in-service training of staff and implementation of performance agreement. Implement discipline and grievance procedures in accordance with laid down procedures. Accept overall responsibility for keeping confidential information within the department. Ensure ward clerks collect correct data. Ensure patients are admitted and discharged correctly on the PAAB system and on the TPH21 register book. To ensure that patients are classified correctly. Managing Downtime. Putting mechanisms in place to improve the quality information received. Ensure monthly reports deadlines are met. Participate in service delivery improvement programmes such as revenue. Enrichment, development and administer the mortuary and pottering facility with a view to provide public service. Compliance to the National Core Standards and Labour Relations. Check correctness of patient files before taken to Records Department for filling. Perform any lawful/legal instructions delegated by the Supervisor.

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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 that than six months old.

CLOSING DATE: 21 November 2020

POST 26/228: ADMINISTRATION OFFICER REF NO: AO/IMU/10/CMJAH2020
Directorate: Information Management Unit

SALARY: R257 508 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with 3 to 5 years’ relevant experience or a relevant Diploma or Degree from a recognized tertiary institution in Information Science\ Biostatistics with 2 years’ experience. Valid Driver’s License. Knowledge: Medicom, PAAB, Web-DHIS, Tier.net and NTSG data. Sound knowledge of Office Administration Management, In-depth knowledge of Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, knowledge of Legislative Prescripts such as DHIMS Policy, Batho Pele Principles. Knowledge of a range of work procedures such as Finance, HR matters, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Project Management, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.

DUTIES: Supervise staff including management of leave, staff attendance. Monitor staff performance and development. Ensure that good verified quality data is collected across the hospital, follow up on data reconciliation processes. Analyse and communicate quantitative and qualitative data to end-users. Adhere to the standard reporting on the annual performance plan indicators. Report timely on Monthly, quarterly and annually reports. Ensure compliance with district office, provincial and National Office. Provide feedback and training to the reporting units through presentations or narrative reports. Must attend district and national Health Information forums, meetings and Auditor General.

ENQUIRIES: MS. J. Mokgaotsi Tel No: (011) 488 4527
APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females, African Males and Females are encouraged to apply.
**CLOSING DATE** : 27 November 2020

**POST 26/229** : ADMINISTRATION OFFICER (DATA)

**SALARY** : R257 508 per annum (Level 07) (plus benefits)

**CENTRE** : Sedibeng

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science/ Maths/Statistics/Computer Science as a major and three years relevant experience. Knowledge and understanding of District Health Information Systems will be added as advantage, computer literacy, Analytical, numeracy, coordination and good communication skills and must have driver’s licence.

**DUTIES** : Maintenance of EMS databases in all EMS Stations Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity) Produce analysed monthly reports for submission to EMS Head office Identify information needs. Preparation of routine and ad hoc data reports and Capturing of Data on the Web DHIS and Other Systems Assist with preparation of workshops/meetings Perform ad hoc duties as assigned by immediate supervisor or District managers.

**ENQUIRIES** : R. K Sekgobela Tel No: (011) 564 2009

**APPLICATIONS** : Must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand.

**CLOSING DATE** : 04 December 2020

**POST 26/230** : FINANCIAL CONTROLLER REF NO: EHD2020/11/07 (X 1 POST)

**Directorate**: Finance

**SALARY** : R257 508 - R303 339 per annum

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Grade 12 certificate, with accounting as an added advantage. 3-5 years of experience in the Government Financial Management. Computer Literacy. Knowledge of relevant Acts (PFMA, Treasury Regulation) and transversal systems (SAP, BAS, SRM)

**DUTIES** : Capturing of Journals on SAP system. Budget Capturing on BAS. Aligning expenditure against budget. Allocate approved budget to programmes, clinics & CHC in accordance with the district priorities. Budget capturing. Check whether the budget reconcile with the approved budget letter. Correct all differences including items without budget. Compile financial reconciliations. Capture SCOA codes on RLS 01. Release transactions on SRM. Clearing suspense account and theft & loss account. Submit monthly reports to Head Office on time.

**ENQUIRIES** : Ms. M.E Tshabalala, Tel No. (011) 876-1760

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People
with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 27 November 2020

POST 26/231 : HUMAN RESOURCES DEVELOPMENT OFFICER REF NO: ODI/30/10/2020/01

SALARY : R257 508 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : A three-years Diploma/Degree in HRM/HRD with a minimum of three years’ experience in training and development. PERSAL certificate, driver’s license. Sound knowledge of skill development Act, PSA, SKLA, SAQA, NQF, NSDS, EEA, good communication skills, facilitation and presentation skills, problem solving and analytical skills, report writing skills and be computer literate.

DUTIES : Coordinate orientation and induction programme. Coordinate skills audit and training needs analysis process. Coordinate, develop and implement the workplace skills plan (WSP) and liaise with training providers. To ensure effective coordination of internal and external training programmes. To ensure effective Human Resources Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learnership programmes. Compile and submit training report to management. Serve as secretary and advisor during training committee meetings. Monitor implementation of PMDS system. Advice management and staff on new PMDS system. Facilitate the implementation of Employment Equity and perform any other delegated tasks by the relevant manager.

ENQUIRIES : Mr. LR Sekwele Tel. No: (012) 725 2460

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 : 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 certified copies allowed. Certified copies should not be more that than six months old

CLOSING DATE : 04 December 2020

POST 26/232 : MATERIAL RECORDING CLERK REF NO: 06/2020

Directorate: Supply Chain Management

SALARY : R173 703 – R204 612 per annum (Level 05)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Grade 12 certificate/ Diploma in Supply Chain Management or equivalent, 1-2 years’ experience of Supply Chain Management environment. Knowledge of Supply Chain Management practices, procedures, PFMA, Treasury regulations. Proven computer literacy in MS Office package (MS Word), MS Excel and MS Outlook. Good communication, Filling and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver’s licence will serve as an added advantage and willing to rotate within the section.

DUTIES : Perform administration duties with regard to Supply Chain Management services including inventory management. Replenishing of stock on SAP related forms, capturing of data and compiling SCM related reports. Performing stocktaking, asset management and receiving tasks. Manage and update Tally cards (VA 10’s) and receiving documents for receiving and issuing of stock. Ordering, posting and inventory balancing. Ensuring that stock is ordered according to minimum and maximum stock level. Adhere to OHS regulations. Working extra hours when required to do so.
Create shopping carts, capturing GRV on SAP/ SRM system and requesting quotations from Central Supplier Database (CSD). Manage transit In /Out for all consumables and non-consumable items and filing documents accordingly.

ENQUIRIES:
Mr WP Mathe Tel No: (012) 354 – 6219

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

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

CLOSING DATE:
27 November 2020

POST 26/233:
ENGINEERING TECHNICIAN ASSISTANT REF NO: CHBAH: 338 (X1 POST)
Directorate: Supply Chain Management

SALARY:
R173 703 – R204 612 per annum (plus benefits)

CENTRE:
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
Grade12, with National Diploma in clinical/Biomedical/Electrical engineering or equivalent qualification that allows registration with the Clinical Engineering Association of South (CEASA) with at least 1-year experience in maintenance of medical equipment in a clinical environment. Be a member of Clinical Engineering Association of South Africa (CEASA). Valid driver license will be added as advantage. Must be computer literacy (Ms Office). Knowledge of the acts that is governing Clinical Engineering and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidentially information. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Good telephone etiquette. Must be self-motivated. Ability to work under pressure and ability to process task within set deadlines. Organizing skills, analytical thinking skills, problem solving and interpersonal relationship skills. Ability to maintain discipline. Good office management skills. Ability to work independently and in a team. Must be prepared to engage in intensive labour practices. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES:
Establish and maintain an accurate computerised asset management system. Generate and manage medical equipment replacement plan for all priority 1 and 2 medical equipment for the hospital. Perform first line repairs, modification and installation on equipment, utilising the necessary test equipment, in accordance with the standard and recommendation of original equipment manufacturers (OEM) and/or governing agencies.
control and management of maintenance conducted by suppliers and acceptance thereof. Obtain and perform pre-acceptance inspections according ECRI standard on new, demo, and loan equipment. Monitor and report on equipment failure trends and cycle cost. Engagement with end-users regarding functionality of equipment’s, and determine the correct specification and standard of the required equipment as per protocols.

ENQUIRIES: Ms. T.T. Ravele Tel No: (011) 933-0537
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 04 December 2020
POST 26/234: HR FILING CLERK (REGISTRY SERVICE) REF NO: STDH/00031 (X1 POST)
Directorate: Human Resource Administration
SALARY: R173 703 – R204 612 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Grade 12 certificate. Diploma/certificate in Human resource management and related field or records and archival studies will be an added advantage. Experience in administration and registry set up will serve as an advantage. Understanding of Public service environment, Knowledge of PERSAL and HR Procedures. Good communication skills, computer literacy is essential. Ability to identify, classify and record variety of official documents. Ability to maintain confidential information. Ability to work independently and work under pressure.
DUTIES: Filing of all HR documents alphabetically in the filing cabinets, open and close files. Receive, sort and distribute incoming and outgoing mail, and distribute HR circulars and internal memos. Take minutes during HR meetings. Open a destruction register for disposal of unsuccessful job applications. Record and dispatch outgoing correspondences/mail. Implement the filing/records classification system and ensures safeguarding of records/files. Render archival services, trace, store and retrieve documents and files.
ENQUIRIES: Ms KB Ngoepe Tel No: (011) 531 – 4374
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 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: 27 November 2020

POST 26/235: FINANCE CLERK REF NO: ODI/30/10/2020/02

SALARY: R173 703 per annum (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 12 certificate with two years relevant experience in Finance/Revenue collection or a minimum of three years National Diploma/ Degree in Accounting, Internal auditing, Cost accounting and Finance management with 1-year experience in Finance/ Revenue. Must have knowledge of PFMA, Treasury regulation and DORA. Thorough knowledge of PAAB/ MEDICOM system, BAS, E-Receipting (SAPS) and UPFS. Experience in the field of financial environment and hospital policies would be an advantage. Good communication (verbal, written and report writing) skills. A valid driver’s license will be an added advantage. Must be computer literate and be able to work under pressure.

DUTIES: Billing and submission of patient account to debtors, tracing all outstanding debts. Capturing payment on PAAB and updating of patient's information. Drawing reports on BAS. Capturing, processing allocating money through E-receipting (SAP). Write offs of irrecoverable patient account on daily basis. Revenue reconciliations done on monthly basis. Submitting Annexure F and other report on monthly basis to Head office. Meet reporting deadlines. Perform any duties related to finance assigned by supervisor.

ENQUIRIES: Mr. PM Chaba Tel No: (012) 725 2404

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 certified copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE: 04 December 2020

POST 26/236: CLIENT INFORMATION CLERK REF NO: STDH/00032 (X1 POST)

Directorate: Administration

SALARY: R173 703 – R204 612 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Requirement: Grade 12 or equivalent. Computer literate. Switchboard or Call Centre will be an added advantage. Ability to communicate well with Clients at different level and different background. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal relationship skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Must be self-motivated. Knowledge and application of the Batho-Pele Principles. Applicant should be prepared to work Shift/Standby.

DUTIES: Handle incoming calls, outgoing call and transfer calls to appropriate extensions. Making calls on behalf of Staff, keeping records and taking messages. Sending of bulk messages. Answering general enquiries pertaining to hospital Client and Staff. Report faulty telephone lines and keep record. Keeping track with Doctors call rooster and be able to use...
Paging System. Comply with the Performance Management and Development System.

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

**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 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**
27 November 2020

**POST 26/237**

**ENROLLED NURSE REF NO:** E/N/10/2020

**Directorate:** Nursing Education

**SALARY**
R171 381 – R242 166 per annum

**CENTRE**
Rahima Moosa Campus

**REQUIREMENTS**
Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Grade 1: Minimum of 2 years appropriate experience after registration as a Staff Nurse (Enrolled Nurse). Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills and ability to function as part of a team. Knowledge of Batho Pele principles and Patient’s rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.

**DUTIES**
Measure, interpret and record vital signs. Give Health Education to patients. Assist professional nurses with procedures. Provide Elementary Nursing services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor /Manager. Work with other stakeholders and be an advocate for the patient.

**ENQUIRIES**
Mrs Gassiep Tel No: (011) 247-3345-3300 Mr A.T Tsoke 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**
All applications must be submitted with z83 form cv and certified copied 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 (OHNPs). Incomplete applications or applications received after the closing date will not be considered

**CLOSING DATE**
27 November 2020
POST 26/238: SECURITY GUARD REF NO: CHBAH: 339 (X2 POSTS)

Directorate: Logistics

SALARY: R122 595 – R144 411 per annum (Level 03) (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Grade 10 with 0-2 years’ experience or Grade 12 with no experience. A PSIRA Grade C certificate. Must be PSIRA registered. Knowledge of the Fire-arms Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act, Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Report writing skills. Ability to organize and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients’ Rights Charter and other key priorities impacting on service delivery.

DUTIES: Protect State property, employees, visitors and patients in the hospital for 24 hours. Access control and searching of both vehicles and pedestrians. Reporting of security breaches. Operate and maintain security equipment. Escort patients, visitors and contractors. Report breaches and defects. Write statements and testify in court. Escort Finance personnel within hospital premises. Switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with the management of queues; assist with the restraining of patients, conduct hourly patrols, access control and searching of vehicles and persons. Control of traffic on premises. Operate and maintain security equipment. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Comply with Security dress code at all times. Implementation of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the Rotation roaster. Be willing to undergo continuous training and development programs. Attend Meetings as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES: Mr. L.J. Mnisi Tel No. (011) 933-9549

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as
required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 04 December 2020

POST 26/239 : LAUNDRY DRIVER REF NO: CHBPL: 340 (X3 POSTS)
Directorate: Laundry Department

SALARY : R122 595 - R144 411 per annum (Level 03) (plus benefits)

CENTRE : Chris Hani Baragwanath Provincial Laundry (CHBPL)

REQUIREMENTS : Abet Level 4, Driver's license code 10 or 14 with PDP drivers permit Between 2 and 5 years’ experience in driving. Basic knowledge of the legislative framework and processes related to handling of vehicles in government. Ability to work under pressure, ability to work independently and in a team, ability to communicate well with people at different levels. Ability to act with tact and discretion. Must be self-motivated. Must be prepare to work shifts which includes, fixed and, after hours, night duty, weekends and public holidays. Must be prepared to undergo a driving test. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

DUTIES : Execute all authorized transportation trips of linen, staff, records, linen to relevant destinations. Check the level and condition of fuel, oil, tires all times before driving a vehicle. Report immediately any accidents, minor and major defects on the vehicle to supervisor. Comply with the Occupational Health and Safety Act prescripts and procedures at all times. Complete vehicle log book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice.

ENQUIRIES : Ms Thembekile Ndamane Tel No: (011) 933-8385/8845

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 04 December 2020
POST 26/240  :  MESSENGER REF NO: CHBAH: 341 (X1 POST)
Directorate: Logistics

SALARY  :  R102 534 – R120 780 per annum (Level 2) (plus benefits)
CENTRE  :  Chris Hani Baragwanath Academic Hospital
REQUIREMENTS  :  Adult Education and Training (AET/ABET) level 3. Ability to work under pressure. Basic knowledge of legislative framework and processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Ability to organize and plan. Sound verbal and communication skills. Must be self-motivated. Must be prepared to rotate to other units as well as work shifts which include night duty, weekends and public holidays. Knowledge and application of the Batho Pele Principles. Ability to liaise with stakeholders. It is an inherent requirement of the job to be ethical and maintain confidentiality at all times. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES  :  Distribution of internal and external memos, circulars, sorting and delivering of posts. Assist in patient’s records and registry functions. Responsible to collect and deliver blood from blood bank. Collect and deliver sputum bottles etc. to and from Laboratory (NHLS), collect medication from pharmacy, collect and deliver bottles from the milk room and deliver it to the wards. Collection of VA2 forms, orders from different offices and submit to Stores department. Exchange books/registers, stationeries from stores. Collection of leave, overtime forms and other documents and submits to leave section (HR). Collecting of documents between offices and departments and submit to the various stakeholders. Ensure that the recipient sign on the delivery book or register. Comply with the rotation roster. Adhere to all legal instruction given to you written or verbally by senior member. Adhere to time lines. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES  :  Ms J. van Rensburg  Tel No: (011) 933-8756
APPLICATIONS  :  Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE  :  Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks—provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply

CLOSING DATE  :  04 December 2020

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POST 26/241

PORTER REF NO: POR/CMJAH/2020

Directorate: Logistics

SALARY : R102 532 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : ABET Certificate. No experience required. Knowledge: of working procedure such as pottering work, cleaning equipment’s, working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Cleaning equipment. The following will be an added advantage: Abet level 4 or Grade 10 with relevant experience of between 0-2 years and Customer relations.

DUTIES : Provide 24-hour pottering services to the hospital. Take patients to and stretchers. Helping with transporting of corpses to the mortuary should a need arise or as per management instructions. Ensure that emergency stretchers and wheelchairs are ready at all times, dressing clean stretchers with clean linen. Assist with loading and offloading of patients from ambulances and private cars. Taking instructions from the supervisor and participate in team work

ENQUIRIES : Mr. E. Sithole Tel No: (011) 488 4116

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females are encouraged to apply.

CLOSING DATE : 27 November 2020

POST 26/242

CLEANER REF NO: ODI/04/11/2020/01 (X1 POST)

SALARY : R102 534 per annum (plus benefits)

CENTRE : ODI District Hospital

REQUIREMENTS : Grade 10 or Abet level 4 with 2 years’ experience working in the Hospital as a Cleaner. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekend, night shift and public holidays. Able to work in a team. Must be willing to learn and use different cleaning equipment and detergents. Have knowledge in waste management and infection control equipment and detergents. Have knowledge in waste and infection control will be an advantage. First preference will be given to EPWP of Gauteng Department of Health. Motivation must be attached as a proof of work experience.

DUTIES : Perform routine cleaning service. Cleaning of offices, windows, empty dustbin, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control practice. Clean all refrigerators. Cleaning of equipment after used.
Collection of waste containers. Perform any other lawful/legal duties delegated by the Supervisor.

ENQUIRIES : Mr. Baloyi GS / Mr. Makgale LL T Tel No: (012) 725 2407/2343
APPLICATONS : 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 recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.

CLOSING DATE : 04 December 2020

POST 26/243 : CLEANER REF NO: (X1 POST)

SALARY : R102 534 – R120 780 per annum (plus benefit)
CENTRE : Tshwane CTC
REQUIREMENTS : Grade 10/ Abet level4. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, colour coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Reliable and punctual.

DUTIES : Provision of cleaning services in the District, rendering comprehensive cleaning services which includes; cleaning offices, corridors and boardrooms by: sweeping, scrubbing, mopping of floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning rest rooms, refilling hand wash liquid soaps, replace toilet papers, handtowels, report broken cleaning machines and equipment

ENQUIRIES : Ms Tinyiko Ndhlouvu Tel No: (011) 564 2262
APPLICATIONS : must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to .O Box 8311, Halfway House 1685

NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full, CLOSING : 04 December 2020

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za. Only online applications will be considered and for general enquiries please conduct human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE : 27 November 2020
NOTE : Shortlisted candidates will be subject to pre-employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA). All shortlisted candidates for SMS posts will be subjected to a technical exercise. 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). Please 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 and ID must be attached. To apply for the above positions, please apply online at http://professionaljobcentre.gpg.gov.za. Only online applications will be considered and for general inquiries please conduct human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za. It is our intention to promote
representatively (race, gender and disability) in the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be preferred. 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. Late application/applications received after the closing date will be disqualified. Errors and Omissions will be rectified. The Department reserves the right not to fill the position(s).

MANAGEMENT ECHELON

POST 26/244 : CHIEF OPERATIONS OFFICER REF NO: REFS/006794
Branch: g-Fleet Management
Chief Directorate: Operations

SALARY : R1 251 183 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bedfordview

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Logistics Management or Operations Management or Finance Management or Business Management as recognized by SAQA and a post graduate qualification (NQF Level 8) will be an added as an advantage. 5 years of experience at a senior managerial level. At least 10 years’ experience within the relevant industries and/or roles i.e. corporate services, operations, government, fleet management, strategic management, project management, policy development, marketing and corporate communications experience. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupational Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational processes and structure. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, knowledge management and strategic communication, analytical negotiation, project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver’s license.

DUTIES : Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee executive class and pool fleet management services to client department. Monitor and oversee the provisioning of permanent fleet to client’s departments. Monitor and oversee Fleet Maintenance Services. Monitor and oversee rendering of Customer Relations Management Services. Render Corporate Services. Develop and implement system of Internal Control and Risk Management for the Chief Directorate. Manage the resources of the component and perform generic management functions.

ENQUIRIES : Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660

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POST 26/245: CHIEF FINANCIAL OFFICER REF NO: REFS/006663
Branch: g-Fleet Management
Chief Directorate: Office of the Chief Financial Officer

SALARY: R1 251 183 per annum. (An all-inclusive package) The package includes basic salary (70% package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS: Bedfordview
Degree in Commerce, Accounting, Economics or Finance. Registered as a Chartered Accountant with South African Institute of Chartered Accountants will be an added advantage. An 8+ year’s management experience in Finance, Supply Chain Management and Asset Management. 5+ year’s Senior Management experience. In depth knowledge of accounting practices and standards, acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act, BBBEE Act, Treasury Regulations etc. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational processes and structure. The successful candidate needs to possess the following skills: strategic capability and leadership, management and financial accounting, supply chain management, inventory and asset management, risk management and internal control, financial management, strategic management, people management, honesty and integrity, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, programme and project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver’s license.

DUTIES: Support the Accounting Officer and other heads of units in terms of the execution of functions and duties aligned to the Public Finance Management Act of 1999 and Treasury Regulations. Advise the Head of Entity in a proactive manner on any matters that have strategic or financial implications. Manage and provide effective and efficient financial management and accounting services. Manage and provide supply chain and asset management services. Manage and facilitate the provision of internal control and compliance services. Develop and implement effective and efficient debtors’ management and revenue optimization strategies and systems. Manage the resources of the component and perform generic management services.

ENQUIRIES: Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660/8600

POST 26/246: DIRECTOR: FINANCE REF NO: REFS/006665
Branch: g-Fleet Management
Chief Directorate: Financial and Management Accounting

SALARY: R1 057 326 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS: Bedfordview
An undergraduate qualification (NQF level 7) in Finance/Accounting/Financial Management as recognized by SAQA. 5 years’ relevant experience in a middle managerial level (MMS). Experience in Public Service and registration with the Institute of Professional Accountants will be an added advantage. Knowledge: In-depth knowledge of the Public Finance Management Act 1 of 1999 as amended, the Treasury Regulations, Preferential Procurement Policy Framework Act, B-BBEE Act, Supply Chain Management Policies and other related Public Sector related regulatory frameworks. Thorough
knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Practice (GRAP), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS). Skills: A self-motivated professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills (SAP, MS excel, MS word, Pastel, etc.). Sound interpersonal relation. Effective communication skills (both written and verbal). Problem-solving. Negotiation, decision making and analytical skills. Strong ethical conduct. A valid driver's license.

**DUTIES**
- Provide effective financial accounting, management accounting, asset management, internal control and Supply Chain Management functions. Establish and maintain Internal Control systems. Develop and implement effective debtors and revenue management system. Develop and implement effective payment systems. Preparation of financial reports. Handle all internal and external auditors’ queries. Develop, implement and monitor Risk Management strategies, policies and procedures and manage the resources of the directorate.

**ENQUIRIES**
Mr. Mbasa A. Ngumla Tel No: (011) 372 – 8665/8600

**POST 26/247**
DIRECTOR: CORPORATE SERVICES REF NO: REFS/006668
Branch: g-Fleet Management
Chief Directorate: Corporate Services

**SALARY**
R1 057 326 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**
Bedfordview

**REQUIREMENTS**
An appropriate undergraduate qualification (NQF level 7) in business or management or strategy. A least 5 years’ in strategic and general management experience in a service-oriented Public Sector environment. An ICT experience or qualification will be an added advantage. Understanding of key drivers for successful support services in an organization, clear understanding of organizational processes and structure. Technical Skills (Business performance measurement (strategic, operational and financial); Budgeting; MS office (Word, PowerPoint, Excel); Policy formulation; Presentation skills; Strategy development and implementation). Managerial Skill: (Resource planning and allocation; Reporting and monitoring; Leadership and Self-management). Attributes: (Meticulous, Big picture thinking with appreciation for detail; Business Writing Skills; Team player; Attention to details; Perform under pressure and results oriented). Responsible for leading and managing the Corporate Services (CS) division (Human Resources, Information Technology, Marketing & Communication, Legal, Securities and Facility) to ensure the provision of efficient and effective services to g-Fleet Management in accordance with legislative and statutory requirements to support the delivery of the organizational goals contained in the strategic and annual performance plans.

**DUTIES**
- Strategic Leadership and Management: Provides strategic leadership within Corporate Services. Contributes substantively to g-Fleet Management’s strategy, planning and reporting processes. Contributes towards good governance. Develops overall corporate policies and/or proposals within the related field. Develops and formulates overall CS divisional strategic and annual performance plans which comprise of the following portfolios. Operational Management: Oversees and directs the rendering of efficient and effective CS support to g-Fleet Management business operations. Manages CS operational performance, operations processes, policies, procedures and guidelines. Complies and properly adheres to relevant legislations and statutory requirements. Develops and...
implements systems/tools for the execution, monitoring and completion of projects in different business units. Prepares, manages and monitors the capital and operational budget of the CS division. Ensures the effective and efficient budgetary cost control. Effectively leads and manages the CS division by maintaining a motivated team to deliver on g-Fleet Management strategy within the allocated budget. Promotes a culture and practices that reflect the g-Fleet Management values and encourages good performance.

ENQUIRIES : Mr. Nhlananiho Nduli Tel No: (011) 372 8600/8642

POST 26/248 : DIRECTOR: FLEET MAINTENANCE REF NO: REFS/006680
Branch: g-Fleet Management
Chief Directorate: Fleet Maintenance

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Bedfordview
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years’ relevant experience in a middle managerial level (MMS). Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle auctioning environment. Knowledge of vehicle market trends. In-depth knowledge of machinery and Occupational Safety Act and Occupational Health and Safety Act. Understanding of the Public-Sector Acts, policies and regulations. A self-motivated, client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation. Cost and quality control. Effective communication skills (both written and verbal). Negotiation, problem-solving, decision making and analytical skill. Strong ethical conduct. A valid driver’s license.

DUTIES : Provide Fleet Maintenance services for the Entity. Develop and implement administrative and operational internal controls, processes and systems for the directorate. Develop and implement Risk Management policies and procedures to ensure that the directorate risks are mitigated. Handle all internal and external auditors’ queries. Manage client and stakeholder relations for all matters relating to the functions of the directorate. Manage the resources of the directorate and ensure that the directorate deliver on its core functions and services.

ENQUIRIES : Mr. N Nduli Tel No: (011) 372 – 8600/8642

OTHER POSTS

POST 26/249 : DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/006669
Branch: g-Fleet Management
Chief Directorate: Financial and Management Accounting

SALARY : R733 257 per annum. (Level 11) (An all-inclusive remuneration package)
CENTRE : Bedfordview
REQUIREMENTS : A tertiary qualification degree (NQF Level 6) recognized by SAQA majoring in Financial Accounting. A minimum of 5 years’ working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of
resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) and Public Sector policies.

Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently under pressure, organization and planning. Excellent communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver’s license.

**DUTIES**

Ensure effective management of g-Fleet’s assets. Establish and maintain appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations, GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement, and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial accounting systems for g-Fleet assets. Execute asset verification on regular basis. Ensure reconciliation of Asset Register and Trial Balance is performed monthly. Ensure that all quotes provided to client departments are correct and provided timeously. Provide specialized asset management service. Handle all external and internal audit queries. Compile and submit all required administrative reports. Manage the resources of the component and perform generic management functions

**ENQUIRIES**

Mr. Matodzi Mamatsinya Tel No: (011) 372 – 8600/9000

**POST 26/250**

**DEPUTY DIRECTOR: TOWING AND AUCTIONS** REF NO: REFS/006682

Branch: g-Fleet Management
Chief Directorate: Fleet Maintenance

**SALARY**

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

**CENTRE**

Bedfordview

**REQUIREMENTS**

An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, effective communication (both written and verbal), problem-solving, decision making and analytical skills. Record keeping. A valid driver’s license.

**DUTIES**

Manage towing and recovery of all the Entity’s vehicles. Provide functional and technical advice and guidance to the Entity’s Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditor’s queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

**ENQUIRIES**

Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652
POST 26/251 : DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/006677
Branch: g-Fleet Management
Chief Directorate: Corporate Services

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year National Diploma /Bachelor’s Degree in Human Resources or equivalent NQF 6 qualification. Minimum 5 years' experience as a human resources management generalist of which 3 years must be at a managerial level preferably in the Public Sector. A qualification in Labour Relations will be an added advantage. Extensive experience in an integrated Human Resources Management Sphere. Excellent communication (written and verbal) skills and an ability to communicate with managers at all levels. Sound computer literacy (Microsoft packages) capabilities. Driver’s license. Ability to work under pressure and beyond normal working hours. Ability to present Labour Relations related programmes e.g. grievance procedure, etc. Ability to investigate misconduct cases and represent the Entity in Disciplinary Enquiries and handle disputes at the CCMA and GPSSBC.

DUTIES : Ensure overall management of the Sub-Directorate Human Resources Management in terms of staff and resources. Ensure the provision of a best practice recruitment and selection services. Overall management of the provision of employee services benefits and conditions. Manage the provision of an integrated employee wellness service. Develop and implement strategies to facilitate sound labour relations in the entity. Ensure that the job evaluation process is implemented and carried out in G-Fleet in accordance with relevant legislative requirements. Ensure the implementation of a career management and development strategy. Ensure that the necessary administrative and operational; systems are implemented to support the above. Provide an information management services based on trends and analysis. Prepare and submit all HR related reports (Monthly, quarterly and annual). Perform any other task as delegated by the Director: Corporate Services. Ensure compliance to processes, procedures and controls. Manage resources allocated to the sub-directorate.

ENQUIRIES : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642

POST 26/252 : SENIOR LEGAL ADMIN OFFICER MR6 REF NO: REFS/006676
Branch: g-Fleet Management
Chief Directorate: Corporate Services

SALARY : R473 820 - R533 772 per annum. (Basic notch plus benefits) and from (R763 212 - R1 140 828.) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)
CENTRE : Bedfordview
REQUIREMENTS : At least 8 years’ post admission experience. At least 3 years’ relevant supervisory experience. Admitted Attorney or Advocate. Experience in the Public Service would be an advantage. Relevant Bachelor’s degree (LLB) or BProc. Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation.

DUTIES : To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.

ENQUIRIES : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642
NOTES : Shortlisted candidates will be subjected to pre-employment screening (vetting). “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 DPSA directive on the implementation of competency assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidate will be subjected to security clearance by SSA. Signing of performance contract: Mandatory.

**POST 26/253**

**ASSISTANT DIRECTOR: REVENUE REF NO: REF/006675**
Branch: g-Fleet Management
Chief Directorate: Office of the CFO

**SALARY**
R376 596 per annum (Level 09) plus benefits

**CENTRE**
Bedfordview

**REQUIREMENTS**
NQF level 6 (National Diploma or Degree in Finance). A minimum of 5 years’ relevant working experience in financial accounting environment is required of which at least three years should be on supervisory level in the same field. Knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations and other related Public Sector regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Principles (GRAP), International Public Sector Accounting Standards Board (IPSASB) and International Financial Reporting Standards (IFRS). Excellent communication skills (verbal and written). Strong computer literacy skills (MS Word, MS excel, SAP, PASTEL). Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem-solving, planning and organizing skills.

**DUTIES**
Overall management of the revenue section, Develop, maintain and implement effective revenue and debtors ‘management control systems. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Ensure that money due to Entity is collected on time. Development and implementation of sound financial accounting services regarding: Cashbook, Debtors control accounts, Monthly reconciliations and Debt Collection.

**ENQUIRIES**
Mr. Matodzi Mamatsinya Tel No: (011) 372 – 8600/8604

**POST 26/254**

**ASSISTANT DIRECTOR: SCM REF NO: REF/006679**
Branch: g-Fleet Management
Chief Directorate: Finance

**SALARY**
R376 596 per annum (Level 09) plus benefits

**CENTRE**
Bedfordview

**REQUIREMENTS**
NQF level 6 (National Diploma or Degree in Finance). A minimum 5 years’ work experience is required. At least three years should be on supervisory level in a Supply Chain Management Environment. Excellent computer literacy, including e-mail and internet skills. Proficient knowledge and skills of finance practices as well as good knowledge of the public service finance management framework. Excellent communication, waiting and reporting skills.

**DUTIES**
Manage all functions related to sourcing, tenders and compliance management. Coordinate and manage purchasing and services. Establish a fair, equitable, transparent, competitive and cost effective supply chain management system. Maintain consistency in the application of all SCM prescripts. Ensure compliance with ethical standards and prevent abuse of supply chain management system. Manage entity tender’s contracts and records. Manage entity’s resources (Physical, Human and financially). Perform any other tasks as delegated to you.

**ENQUIRIES**
Mr. Thulani Mkwanazi Tel No: (011) 372 – 8600/9000
POST 26/255: ASSISTANT DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006688
Branch: g-Fleet Management
Chief Directorate: Fleet Maintenance

SALARY: R376 596 per annum (Level 09) plus benefits
CENTRE: Bedfordview
REQUIREMENTS: An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant fields will be added advantage. A minimum 6 years' work experience is required. At least three years should be on supervisory level in a Fleet Maintenance Environment. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle market trends. Understanding of the Public-Sector Acts, policies and regulations. A client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, cost and quality control, negotiation, effective communication both (written and verbal), problem-solving, decision making and analytical skills. Strong ethical conduct. A valid code 8 driver's license.

DUTIES: Manage panel beating and mechanical repairs processes for the Entity. Assist with the development and maintenance of the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditors’ queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES: Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652

POST 26/256: ASSISTANT DIRECTOR: CLIENT LIAISON REF NO: REFS/006702
Branch: g-Fleet Management
Chief Directorate: Customer Management Services

SALARY: R376 596 per annum (Level 09) plus benefits
CENTRE: Bedfordview
REQUIREMENTS: An appropriate 3-year Tertiary qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years’ work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages (MS word, excel, e-mail, power point – ability to draft power point presentations). A valid driver’s license. Proficient knowledge and skills of communication practices including good knowledge’s of the public service management framework. Good interpersonal skills, problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours. Willingness to travel to other provinces.

DUTIES: Ensure overall management of the Client Liaison section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-Fleet in accordance with relevant legislative requirements. Managing the daily running of the Client Liaison unit, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Prepare Client
progress reports and lead meetings with Clients. Extract reports, analyse findings and make recommendations. Determine training needs of Client portfolio, and present training programmes to Clients. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 26/257 : ASSISTANT DIRECTOR: CLIENT SERVICE CENTRE REF NO: REFS/006664
Branch: g-Fleet Management
Chief Directorate: Customer Management Services

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years’ work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages. A valid driver’s license. Proficient knowledge and skills of communication practices including good knowledge’s of the public service management framework. Good interpersonal skills problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours.

DUTIES : Ensure overall management of the Client Service Centre section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-Fleet in accordance with relevant legislative requirements. Managing the daily running of the Client Service Centre, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Provide information management services based on trends and analysis. Extract reports, analyse findings and make recommendations. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 26/258 : ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006674
Branch: g-Fleet Management
Chief Directorate: Corporate Services

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year National Diploma /Bachelor’s Degree in Information Technology or equivalent NQF level 6 qualification A minimum of 3-5 years’ working experience in the relevant environment of which at least 3 years must have been at supervisory level in the same field. Experience in information systems development and support. Knowledge and experience of JAVA, VB.Net, ASP.Net and MS SQL. Application development methodologies. Business requirements writing experience. Practical knowledge of Systems Development Life Cycle (SDLC) and can work under pressure. Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver’s license. SharePoint and flow centric skills will be an added advantage.

DUTIES : Render system development, support and maintenance services. Perform data administration functions. Co-ordinate server and network services and availability services. Co-ordinate ICT software and hardware asset management function. Research and development. Assist in managing
budget and mitigating risks for sub-directorate. Handle all internal and external auditors' queries. Compile weekly, monthly and annual reports or as when requested. Manage resources allocated to the sub-directorate.

**ENQUIRIES** :
Mr. Chris Masombuka Tel No: (011) 372 8600/8642

**POST 26/259** :
**ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: REFS/007283**
Branch: g-Fleet Management
Chief Directorate: Corporate Services

**SALARY** :
R376 596 per annum (plus benefits)

**CENTRE** :
Bedfordview

**REQUIREMENTS** :
Tertiary qualification in Construction or Building Management and between 5 and 10 years’ experience. Grade 12 or equivalent qualification and more than 10 years’ experience in the built environment. Formal qualification in Project and Facilities Management. Qualification in National Archives Record Management or Library Services will be an added. Qualification in OHS Act will be an added advantage. Experience in Building refurbishments and Construction. High level of facilities maintenance knowledge and experience (Preventative and reactive maintenance). Experience in facilities maintenance of hard and soft services. Sound knowledge of Occupational Health & Safety Act and Regulations. Proven experience in Managing projects. Facilities Helpdesk Management will be an added advantage. Experience in Records Management in the Public Sector. Previous experience in managing a team and relevant management experience is a must. Knowledge of HR, Finance and Procurement processes in the Public Sector will be an added advantage. Knowledge of the Public Finance Management Act (PFMA). Good communications skills. Must be fully computer literate. Report writing skills. The candidate must be a team Player (have the ability to work independently and with the team). Client orientated. Must have a sense of responsibility, loyalty and ability to work under pressure. Willingness to work standby and abnormal hours when required. Valid Driver’s License.

**DUTIES** :
Identify risk areas of g-Fleet’s buildings and other physical facilities that require refurbishment and / or maintenance. Compile specifications, procurement requests and submissions for the provision of required maintenance. Develop and Implement preventative maintenance schedule. Facilitate tender processes for maintenance/ refurbishment projects. Facilitate the development of emergency evacuation procedures for buildings. Develop and implement a project plans to ensure that required refurbishment and maintenance is implemented as required. Liaise with the relevant stakeholders for the refurbishments and maintenance work. Oversee and manage all maintenance and construction projects. Facilitate furniture and fixture requirements for buildings. Liaise with relevant unit in facilitating asset maintenance and or management. Manage Facilities Maintenance Helpdesk as per the Standard Operating Procedures. Initiate and implement and manage Registry Services in g-Fleet per the requirements by the National Archives of South Africa (National Archives and Records Service of SA Act). Contract/SLA management of facilities maintenance service providers. Verify submitted invoices against maintenance and refurbishments/construction conducted, sign for checking conducted and submit for approval. Staff Management.

**ENQUIRIES** :
Ms. Amanda Matiwane Tel No: (011) 372 8600/900

**POST 26/260** :
**BUSINESS ANALYST: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006699**
Branch: g-Fleet Management
Chief Directorate: Corporate Services

**SALARY** :
R316 791 per annum (plus benefits)
**CENTRE** : Bedfordview  
**REQUIREMENT** : Matric Certificate plus a 3-year Diploma / National Diploma / Degree in Information Technology / Business Information Systems or Related Qualification or equivalent NQF level 6/7 qualification. A minimum of 3-5 years’ working experience in the relevant field. Experience in information systems development and support. Knowledge and experience in JAVA, VB.Net, ASP.Net and MS SQL. Project development methodologies, Business requirements gathering and writing experience, Practical knowledge of Systems Development Life Cycle (SDLC). Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver’s license. SharePoint and flow-centric skills will be an added advantage. Knowledge in Business Analysis Tools and Techniques; System Analysis; SDLC; Process Mapping; Project Management Body of Knowledge (PMBOK); Skills: Analytical skills; Interpersonal skills; Training skills; Workshop facilitation skills; Problem Solving skills; Team Player; Project Management; Research skills; People management skills; Conceptualization; Contextualization; Communication: Good verbal and written communication skills; Ability to communicate at all levels; Creativity: Ability to organize and initiate work activities; Sourcing/gathering of Information; Evaluation; Decision making and innovative; Other: Self driven, Strong work ethic, Reliable, Honest and a positive attitude.

**DUTIES** : Investigate and analyses Departmental processes and systems. Identify and maximize opportunities to use information technology to improve services. Develop business cases. Develop business process models incorporating specified requirements and accepted best practices. Develop business and functional requirements for identified processes and systems. Model business processes and systems to identify gaps/shortcomings/duplications. Test developed solutions. Co-ordinate/facilitate user acceptance testing and training workshops. Participate in the development, maintenance and implementation of business systems. Introduction of modern technologies for system improvements. Ensure appropriate deployment of systems in the department. Implement information security protocols and regulation. Provide analytical advice on business processes and systems.

**ENQUIRIES** : Mr. Chris Masombuka  
**POST 26/261** : SENIOR DESKTOP TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006700 (X2 POSTS)  
Branch: g-Fleet Management  
Chief Directorate: Corporate Services  
**SALARY** : R316 791 per annum (plus benefits)  
**CENTRE** : Bedfordview  
**REQUIREMENTS** : An appropriate 3-year Diploma / National Diploma / Bachelor’s Degree in Information Technology or equivalent NQF level 6/7 qualification. A minimum of 3-5 years’ working experience in the relevant field. Experience in information systems development and support. Knowledge and experience in JAVA, VB.Net, ASP.Net and MS SQL. Project development methodologies, Business requirements gathering and writing experience, Practical knowledge of Systems Development Life Cycle (SDLC). Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver’s license. SharePoint and flow-centric skills will be an added advantage.

**DUTIES** : Development and deployment of new applications, systems software and/or implement enhancements to existing applications. Ensures developed systems meet institutional requirements and goals, fulfil end-
user requirements, and identifies and resolves systems issues. Apply automated software and system management tools for the development of systems and applications. Leads pretesting phase of development by evaluating proposals in order to identify potential problem areas and make the appropriate recommendations. Manages application development processes. Liaises with network administrators and software engineers to assist with quality assurance, program logic, and data processing. Provides technical leadership to project managers and programmers. Reviews and analyses existing applications’ effectiveness and efficiency and develops strategies for improving or leveraging these systems. Researches and makes recommendations on software products and services. Ensures new software integration into systems meets functional requirements, system compliance, and interface specifications. Design and develop customized applications in line with best practice technologies. Provide training and operational support to staff and, when necessary, to external clients. Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware deployment. Develop preventive maintenance procedures to avoid system failures. Maintain computers printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations. Perform repairs and replacements of software and hardware peripherals.

ENQUIRIES: Mr. Chris Masombuka Tel No: (011) 372 – 8600/8642

POST 26/262: LEGAL ADMIN OFFICER (MR1-MR5) REF NO: REFS/007282 (X2 POSTS)
Branch: g-Fleet Management
Chief Directorate: Corporate Services

SALARY: R198 411 - R533 772 per annum. (Basic notch plus benefits) and from (R763 212-R912 504) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)

CENTRE: Bedfordview

REQUIREMENTS: Relevant Bachelor’s degree (LLB) or BProc Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation, at least 3 - 5 years' experience, Experience in Civil Litigation Especially Collision of Motor vehicle, experience in the Public Service would be an advantage. Research, to handle litigation.

DUTIES: To provide litigation services, to provide legal opinions, to render legal contract administration services. Manage the operational processes, resources and procedures associated with Legal Services.To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions.to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.

ENQUIRIES: Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642

POST 26/263: ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/006697
Branch: g-Fleet Management
Chief Directorate: Operations

SALARY: R190 653 – R211 596 per annum. (An all-inclusive remuneration package)

CENTRE: Bedfordview

REQUIREMENTS: A tertiary qualification recognized by SAQA. National Technical Certificate with Trade Test (Mechanical/Panel Beating) with 1 year relevant working
experience. Knowledge: Understanding of mechanical, vehicle towing and
panel beating environment. A valid driver’s license. Understanding of
Machinery and Occupational Safety Act. Skills: Excellent verbal and
written communication skills. Mechanical/Panel beating skills. Ability to
tow vehicles. Computer literacy, including email and internet skills. Must
be able to work under pressure.
Assist the Senior Artisan Practitioner with all tasks related to towing and
auctions. Ensure that policies and standards related to towing and
auctions are adhered to. Perform mechanical, towing and auction
administration duties, data capturing and filing. Arrange for towing of all
vehicles from the merchants, clients and regional offices i.e. vehicles
declined for repairs. Formally inform client departments of their withdrawn
vehicles. A valid driver’s license
Mr. Sifiso Mhlongo Tel: 011 372 8600/8654

DUTIES

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ENQUIRIES

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POST 26/264

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ARTISAN PRODUCTION GRADE A: PANEL
MECHANICAL REF NO: REFS/007284 (X4 POSTS)
Branch: g-Fleet Management
Chief Directorate: Operations

SALARY

:

CENTRE
REQUIREMENTS

:
:

DUTIES

:

ENQUIRIES

:

R190 653 – R211 596 per annum. (An all-inclusive remuneration
package)
Bedfordview
National Technical Certificate (Mechanical/Panel Beating) with an
appropriate Trade Test. National Diploma in Mechanical Engineering will
be added advantage. A valid driver’s license. Minimum relevant working
experience post obtaining the Trade Test Certificate. Knowledge:
Understanding of mechanical, panel beating and fleet management
Skills:
Excellent
verbal
and
written
communication
skills.
Mechanical/Panel beating skills. Computer literacy, including email and
internet skills. Must be able to work under pressure. Organizing, planning,
leadership and coordinating skills.
Manage the quality of repairs and servicing on g-Fleet vehicles. Planning
and organizing all maintenance inspections. Determine if the vehicle is
economical to repair or not. Complete and return repair requisitions and
assist in ordering and controlling the workshop materials and tools.
Monitoring and ensuring quality of repairs and services done by service
providers. Ensure that policies and standards related to panel beating and
mechanical repairs are adhered to. Perform panel beating and mechanical
administration duties, data capturing and filing. Manage the training and
development of all artisans and apprentices allocated to the unit. Prepare
weekly, monthly and annual reports.
Mr. Sifiso Mhlongo Tel No: (011) 372 8600/8654

POST 26/265

:

DRIVER REF NO: REFS/0067285 (X2 POSTS)
(2-year contract)
Branch: g-Fleet Management
Chief Directorate: VIP and POOL Service

SALARY
CENTRE
REQUIREMENTS

:
:
:

DUTIES

:

R122 595 per annum
(East London Regional Office and Cape Town Regional Office)
Grade 10 equivalent NQF level 2 qualification. Requirements: relevant
experience as chauffer. Knowledge of the city in which the functions will
be performed. The ability to drive both manual and automatic transmission
vehicles. Good interpersonal relations, good verbal and written
communication skills. Ability to read and write. A valid code EB, EC 1,
Driver’s license and PDP required.
Post: Receive daily trip instruction and execute them effectively and
manage the allocation and completion of all trip requisition documentation
on daily basic. Submit all allocated and completed trip requisitions same
day or by 9H00 next day. Apply proper document management practices

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BEATING

AND


for all documentation being handled and ensure the proper use of any vehicle allocated to perform duties, taking into consideration all policies, procedures and legislation governing the use of a vehicle, e.g. Accident/damage/losses reporting, trip authority, safe keeping, etc., ensure cleanliness and present ability of the allocated vehicle as well as person at all times and ensure the continuous validity and renewal of driver’s license and PDP’s. Ensure that service schedules of vehicles allocated are adhered to and affected timeously. Assist in administrative duties within office.

ENQUIRIES

: Mr. Douglas Scott/ Ms. Petunia Francisco Tel No: (011) 372 – 8600/900
ANNEXURE W

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to
empowering people 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: 27 November 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. All shortlisted candidates will be subjected to a technical exercise in terms of SMS posts that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the 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 above-mentioned post is being re-advertised. All applicants who applied previously need to re-apply if they wish their applications to be considered.

MANAGEMENT ECHELON

POST 26/266: LOCAL GOVERNMENT SPECIALIST REF NO: 5/2020 (MSDS)
Chief Directorate: Municipal Service Delivery Support
Directorate: Local Government Champions

SALARY: R1 057 326 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 the field of Public Administration/ Municipal Governance/ Administration/ Social Sciences or a related qualification coupled with 5 years at a middle /senior management level in the local government 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:- Sound knowledge of relevant local government legislation and enabling
prescripts, Knowledge of functioning of municipalities, Knowledge of intergovernmental and internal relations, Knowledge of Project Management principles, Ability to articulate and implement the Intergovernmental Relations Framework Act (IGFA), Municipal Finance Management Act (MFMA) and all other relevant local government legislation, Ability to nurture relationships with strategic partners (especially municipalities) within and outside of the government sector, Good planning and management skills, Strategic analysis and conflict resolution skills, Decision making and team development skills, Problem solving and project management skills, Presentation and facilitation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

DUTIES: The successful candidate will be required to manage and coordinate municipal support and COGTA programmes within the Districts with the following key responsibilities:- Implement predetermined municipal support programme objectives, Manage departmental projects regarding municipalities facing service delivery problems (Back to Basics), Provide and facilitate hands on specialist support to municipalities on local government issues and municipal support programmes (Municipal administration, governance and finance), Facilitate the planning and coordination of appropriate interventions, Refer high profile queries/complaints regarding service delivery problems to HOD/ MEC, Compile reports on service delivery issues within the districts, Convene meetings and provide support to municipalities on municipal support service programmes, Oversees municipal performance and service delivery improvement programmes within municipalities, Manage the implementation of the MEC’s activity plan, campaign plans and ministerial visits to municipalities to launch campaigns, Provide support with the development of MEC’s project plans, Monitor the implementation of the municipal support programmes and campaign plans within municipalities, Ensure the compilation of reports on affected municipalities by obtaining relevant evidence, Provide feedback to all stakeholders, Liaise with relevant stakeholders with regard to municipal support programme launches/campaigns, Provide support in facilitating the visits by MEC’s to municipalities within the district, Support the MEC’s during the visits by briefing them on the status of the municipal support programmes and challenges faced by municipalities, Manage administrative support functions pertaining to municipal support programmes, Provide reports timeously on status of service delivery issues, Develop and implement policies, frameworks, guidelines and toolkits, Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives, Development of effective municipal performance and service delivery policies, strategies, guidelines and toolkits, Develop best practices in respect of policy matters, Ensure implementation of policies and strategies, Provide advice and guidance to management and municipalities regarding the interpretation and implementation of policies, strategies, guidelines and toolkits, Monitor and evaluate compliance with implemented policies, Report on any discrepancies with regard to compliance with all relevant stakeholders, Manage the resources of the Directorate.

ENQUIRIES: Ms B Ally at 033 3556554D

DEPARTMENT OF HEALTH
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

MANAGEMENT ECHELON

POST 26/267: DISTRICT DIRECTOR REF NO: G366/2020
Cluster: District Health Services

SALARY: R1 057 326 per annum (Level 13), all-inclusive package
CENTRE: Umzinyathi Health District

REQUIREMENTS:
- An undergraduate qualification (NQF level 7) in Clinical Health Science.
- Current registration with the relevant health professional body.
- A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care OR District Health System.
- Proof of exposure/experience in a clinical programmes and hospital management environment including EMS and FPS.
- Unendorsed valid driver’s license.
- Computer literacy with proficiency in Microsoft software applications.
- Recommendations: Post-graduate qualification in Public Health/Master in Business Management, Project Management.

Knowledge, Skills, Training and Competencies Required:
- The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within Umzinyathi (whichever is relevant). The ideal candidates must:
  - Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS.
  - Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously.
  - Have the ability to develop innovative solutions for complex health and other service delivery management problems.
  - Possess strong leadership to ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District; provide strategic direction to Institutions, mediate processes for the allocation of resources to Institutions, build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for a.
  - Have the ability to assess and manage the performance of the District Health System and directly supervise staff.
  - Have the ability to interact effectively and efficiently with a wide range of stakeholders.
  - Have the ability to turn around negative audit findings in the district to be a positive one.
  - Possess a good Knowledge and understanding of universal health coverage.
  - Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally.
  - Possess knowledge of the governance framework and legislative imperatives set for the area of operation.
  - Be computer literate with a proficiency in MS Office Software applications.

DUTIES:
- Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for Umzinyathi Health District.

ENQUIRIES:
- Mr J Mnedebele Tel No: (033) 395 3274

APPLICATIONS:
- The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand
FOR ATTENTION: Miss N.S Buthelezi Tel No: (033) 395 2896
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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: 27 November 2020

OTHER POSTS

POST 26/268:
HEAD CLINICAL UNIT GRADE 1 - REF NO: HCUNUCLEARMED/2/2020
Department: Nuclear Medicine
Re-advertisement. People who applied before need to re-apply

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

CENTRE REQUIREMENTS:
Inkosi Albert Luthuli Central Hospital

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


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

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

**CLOSING DATE** : 27 November 2020

**POST 26/269** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1- ANAESTHESIOLOGY**

**Component**: Anaesthetics Department

**SALARY** : R1 728 807 per annum, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Critical Care based in Pietermaritzburg: It is envisaged that these posts will sharing duties and responsibilities across the PMB metropole. This will facilitate optimum service provision in Pietermaritzburg and the relevant drainage area.

**CENTRE** : Greys Hospital, PMB Metropolitan Hospital Complex

**REQUIREMENTS** : FCA (SA) or MMed in Anaesthesia. Registration with HPCSA as a “Specialist Anaesthesiologist”. 3 year post registration experience as a “Specialist”. Recommendations: Experience in managing clinical services in a > 350 bed hospital. Proven ability to provide paediatric anaesthesia including to neonates down to 1 kg. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Track record of academic publications. Knowledge, skills. Experience and Competencies. Possess sound knowledge of Human Resources Management, budgeting, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline Assessment, management of patients. Participation in the After Hours call system is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

**DUTIES** : Manage the Anaesthetic department of a busy tertiary hospital. Participate in the clinical anaesthetic service of a regional/tertiary hospital by: Providing consultant cover in theatre daily, the ICU and High Care wards. Providing after-hour consultant cover in Anaesthetics and the ICU at PMB Metropolitan Hospitals. Participating in pre-operative assessment of high-risk patients in the anaesthetic clinic. Undertaking development of subspeciality services at Grey’s Hospital. Peri-operative Analgesic Service. Support trauma and resuscitative units. 24 Hour Epidural Analgesic
service in Labour. Specialised Surgical Services – cardiac, vascular, thoracic, neurosurgical. Participate in outreach programmes for the development of safe anaesthetic services in Grey’s Hospital catchment area. Participate in the departmental teaching programmes for vocational, post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff. Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties to senior staff without lessening one’s own responsibility and accountability for actions taken on one’s behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department and the ICU. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and under graduate training. Participate in postgraduate and other relevant academic and training programmes. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES : Dr Z Farina Tel No: (033) 897 3412
APPLICATIONS : The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. hr endorsed certificate of service/work experience) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 47/20. 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). Please note that candidates will not be reimbursed for S&T claims for attending interviews. African Males are encouraged to apply.

CLOSING DATE : 27 November 2020
POST 26/270 : MEDICAL SPECIALIST (FAMILY PHYSICIAN) REF NO: EMS/33/2020
SALARY : Grade 1: R1 106.040 per annum
Grade 2: R1 267 623 per annum
Grade 3: R1 467 651 per annum
Plus 13th Cheque, Plus Rural allowance (18% and commuted Overtime)., Plus Medical Aid (Optional) All- inclusive salary packages (This inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules.
CENTRE : Emmaus Hospital
**REQUIREMENTS**

Certified copies of all documents, Current registration with HPCSA as a Medical specialist in Family medicine, MBCHB, Valid Driver's License, Experience: **Grade 1:** None after registration with HPCSA as Family Medicine Specialist. **Grade 2:** A minimum of 5 years appropriate experience after registration with HPCSA (or a recognized 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 after registration with HPCSA (or a recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. N.B The successful candidate is expected to participate in commuted overtime.

**Knowledge & Skills**

Excellent administrative and research skill, good communication and leadership Skills, Thorough understanding of laws pertaining to conduct and employment within the KZN department of health, Excellent clinical knowledge and skills, Willingness to teach. Ability to coordinate, manage and improve Primary healthcare. The successful candidate will report to the Manager of Emmaus District Hospital. Management planning and expansion of clinical services offered at the hospital. Perform clinical management of patients (including emergency care, ward rounds, OPD, Theatre work, Obstetrics, after-hours duties) to ensure efficient delivery of the core package of services at a district hospital/PHC facilities. Develop and maintain protocols for proper clinical governance of the PHC services in the Sub District Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illness including non-communicable diseases, Mental HEALTH, HIV positive patients on HAART. Conduct clinical AUDITS. Assist with the Management and guidance of interns that are posted to District Hospitals. Understand and assist with implementing the hospital Framework. Supervision and training of Medical officers/ Community Service Doctors. Expand services and develop strategy to increase bed utilization rate at the Hospital.

**DUTIES**

The successful candidate will report to the medical Manager of Emmaus District Hospital. Management planning and expansion of clinical services offered at the hospital. Perform clinical management of patients (including emergency care, ward rounds, OPD, theatre work, Obstetrics, after-hours duties) to ensure efficient delivery of the core package of services at a district hospital/PHC facilities. Develop and maintain protocols for proper clinical governance of the PHC services in the sub District. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illness including non-communicable diseases, Mental Health, HIV positive patients on HAART. Conduct clinical audits. Assist with the Management and guidance of interns if the program expands to include District Hospitals. Understand and assist with implementing the Hospital Framework. Supervision and training of Medical officer/Community Service Doctors. Expand services and develop strategy to increase bed utilization rate at the Hospital.

**ENQUIRES**

DR AO Apelehin Tel No: (036) 488 1570 EXT. 8205

**APPLICATIONS**

Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital. Applications: Submitted with certified supporting evidence to Dr AO Apelehin

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national
certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. Candidates that have passed FCFP but awaiting registration as specialist are welcome to apply. Please note that due to financial constraints no Subsistance and travelling claims will be paid.

CLOSING DATE: 27 November 2020

POST 26/271: ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: OTH CHC 18/2020 (X1 POST)

SALARY: R897 936 per annum. Other Benefits: 17% Rural Allowance of Basic Salary, the all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE: Othobothini Community Health Centre (Jozini)

REQUIREMENTS: Senior certificate /Grade12. National Diploma/Bachelor Degree in Pharmacy, Plus Current registration as a Pharmacist with the Pharmacy Council, Plus at least 3 years’ experience after registration with the SAPC as a pharmacist – post Community service. Proof of current payment must be attached. Managerial or supervisory experience will be a recommendation, Plus Valid driver’s license. Certificate of service endorsed by the HR Department must be attached. Recommendations: Submission of at least 3 CPDs to Pharmacy Council. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Pharmaceutical Services, approaches, policies and procedures. In depth knowledge and experience in supervision of a Pharmaceutical Service. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge of the District Health System and National Drug Policy. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.

DUTIES: Provide comprehensive pharmaceutical services to patients, wards and departments. Overall management of the Pharmacy department of the Community Health Centre and PHC clinics – including financial, human resource and drug supply management. Co-ordinate training programmes such as Pharmacy assistant, Pharmacist Interns and in-service training for clinicians. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Provide medicine related information to clinical staff. Ensure 24 hour access to medicines. Monitor patients’ treatment and medicine usage through clinical audits. Perform standby/on call duties after hours. Ensure weekly allocation of staff to cover pharmacy, ward and clinic visits. Co-ordinate hospital Pharmaceutical and therapeutic committee. Monthly review of expenditure vs budget. Be responsible for the procurement, control and security of medicine stock and equipment and ensure proper procedures for ordering, authorizing, storage and control of all medicines supplies. Develop, implement and monitor standards operating procedures and policies for all aspects of the pharmaceutical services, in accordance with the applicable legislations, regulations and Good Pharmacy Practice. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, implement Performance Management and Development system. Compiling reports for submission to hospital management and district pharmaceutical services on a monthly and quarterly basis.

ENQUIRIES: Dr. Z.V Myeni Tel No: (035) 591 7006
APPLICATIONS: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

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

CLOSING DATE: 27 November 2020

POST 26/272: CHIEF EXECUTIVE OFFICER REF NO: G369/2020
Cluster: District Health Services

SALARY: R869 007 per annum (Level 12), An all Inclusive MMS salary package

CENTRE: Kwamashu CHC

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. 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. Recommendations: Competencies: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), 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: Job Purpose: To plan, direct, co-ordinate and manage the efficient service delivery of clinical and administrative support services. 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 T.B Sakyi Tel No: (031) 240 5308

APPLICATIONS
All applications should be forwarded to: The District Director: eThekwini Health District Office: KZN Department of Health, Private Bag X54318, Pietermaritzburg, 4000 OR Hand delivered to: 83 Jan Smuts Highway, Mayville, Durban, 4000.

FOR ATTENTION
Mr R Duki Tel No: (033) 240 5300

NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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
27 November 2020

POST 26/273
DEPUTY MANAGER NURSING LEVEL 1&2 HOSPITAL REF NO: ITSH 17/2020 (X1 POST)

SALARY
R843 618 per annum, other benefit: 13 cheque, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

CENTRE
Itshelejuba Hospital

REQUIREMENTS
Basic qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South Africa Nursing Council (SANC) as a Professional Nurse, Current proof of registration with the SANC for 2020/21, Certificate of registration with SANC as a Professional Nurse. Proof of Computer literacy and valid driver’s license. Recommendation: Diploma/Degree in Nursing Administration. Experience: A minimum of 9 years post basic experience in nursing after registration with SANC, At least 4 years of the period referred to above must be appropriate/recognizable experience at Management level. Knowledge, Skills, Training And Competencies Required: In depth knowledge and understanding of Health related Acts, Guidelines and other related policies such as Nursing Act and Regulations, Code of Ethics, Professional Practice of the South African Nursing Council, Nursing Standards of Practice, Scope of Practice, Occupational Health and Safety Act and the Mental Health Care Act, Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Service Regulations, Labour relations Acts and Grievance Procedure, Budgeting and Financial Management/Human Resource management/Citizen focus and Responsiveness/Diversity Management/impact and influence/ Communication and information Management/Managing interpersonal
Conflict/Networking/Solving and Decision Making/Developing staff/Performance management/Team Leadership/Project Management/applied Strategic thinking/application of technology, Extensive knowledge and experience in Public Community Health; policy directives informing the provisioning of Primary Health care in a developing environment, Good verbal and written communication skills, Ability to work as a part of multidisciplinary team, Team building and diversity management.

**DUTIES**: Provide guidance and leadership towards the realization of strategic goals and objectives of division, Provide professional, technical and management support for the provision of quality patient care through proper management of nursing programs, advocate and ensure promotion of nursing ethos and professionalism, Develop and monitor the implementation of policies, programmes, regulations, practices procedures and standards pertaining to nursing care. Establish, maintain and participate in enter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation, Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery, Ensure compliance to National Core Standards (NCS). Initiate and conduct audit in all Disciplines, Ensure clinical competence in all categories of nurses to ensure that scientific principles of nursing processes are maintained, Contribute to development of clinical management guidelines and protocols for management of patients, Be able to plan, maintain and control Nursing Services budget, Evaluate patient care programme for time to time and make proposals for improvement that is supported by strong work ethics, Be able to manage own work and those units reporting to the post and to ensure appropriate interventions to enhance nursing services, Manage complaints and patient safety incidents according to prescript. Ensure compliance to NHI programs i.e. Ideal clinic, Realization model <ICRM>; Norms and standards; Ideal Hospital, Support Co-primary Health services/ programs – Community based model <CBM> and other outreach programmes.

**ENQUIRIES**: Mrs TM Vilakazi Tel No: (034) 4134000

**APPLICATIONS**: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or email to fikile.simelane@kznhealth.gov.za/hand delivered to the Human Resources Office at Itshelejuba Hospital.

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

**CLOSING DATE**: 27 November 2020

**POST 26/274**: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 61/20 (X3 POSTS)
Component: Orthopaedics

**SALARY**: Grade 1: R821 205 per annum
Grade 2: R938 864 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.

CENTRE: Greys Hospital, Pietermaritzburg
REQUIREMENTS:
- MBCHB Degree Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage. Knowledge, Skills, Training and Competency Required: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Computer Literacy. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. 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. 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.

DUTIES:
- Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

ENQUIRIES:
Dr M E Senoge Tel No: (033) 8973299
APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE:
The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies хр endorsed certificate of service/work experience. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 61/20. 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)).Please note that candidates will not be reimbursed for S&T claims for attending interviews. African Males are encouraged to apply.

CLOSING DATE: 27 November 2020
POST 26/275 : MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 62/20

Component: General Surgery

SALARY:
- 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.

CENTRE:
- Metropolitan Hospitals Complex - Pietermaritzburg

REQUIREMENTS:
- MBChB Degree PLUS Current registration with the HPCSA as a Medical Practitioner (Independent Practice. Recommendation: Experience in General Surgery in an accredited training facility. Postgraduate qualification in surgery. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. 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. 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. Knowledge, Skills, Training and Competency Required: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management. Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

DUTIES:
- Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey’s and Edendale Hospitals. Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex. To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

ENQUIRIES:
- Dr V Govindasamy Tel No: (033) 897 3379

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

FOR ATTENTION:
- Mrs. M. Chandulal

NOTE:
- The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 61/20. 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). Please note that candidates will not be reimbursed for S&T claims for attending interviews. African Males are encouraged to apply.

CLOSING DATE: 27 November 2020

POST 26/276: MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 47/2020 (X2 POSTS)
Directorate: Dept of Internal Medicine

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

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS:
MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner.
Grade 2: 5 years to less than 10 years actual experience after registration with the HPCSA as an Independent Medical Practitioner.
Grade 3: 10 years or more after registration with the HPCSA as a Medical Practitioner. Compulsory Overtime: Commuted overtime is compulsory. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, Sound medical ethics skills, Good communication skills, Computer skills, service delivery orientated, policy development.

DUTIES:
Daily ward rounds at Haemodialysis unit at St. Aidans Hospital. to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine., attain competency in recognizing and managing common medical disorders, to be able to work in a team, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, mortality meetings and statistical collection, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime)

ENQUIRIES: Dr. S. Ramji Tel No: (031) 3603854
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

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

CLOSING DATE : 27 November 2020

POST 26/277 : MEDICAL OFFICER GRADE 1/2/3 REF NO: GAM CHC 5/2020 (X1 POST)

SALARY : Grade 1: R821 205 per annum
          Grade 2: R938 964 per annum
          Grade 3: R1 089 693 per annum
          Other Benefits: commuted overtime depending on needs institution at date of appointment (conditions apply)

CENTRE : Gamalakhe CHC

REQUIREMENTS : Grade 1: MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner (2020). Registration certificate with HPCSA as a Medical Practitioner. Grade 2: MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as a Medical Practitioner. Current registration with HPCSA (2020 RECEIPT). 5 years’ experience after registration with HPCSA as a Medical Practitioner. 6 years’ experience after registration with HPCSA as a Medical Practitioner if Foreign qualified and not required to perform community service. N.B. (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Grade 3: MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner (2020). Registration certificate with HPCSA as a Medical Practitioner. 10 years’ experience after registration with HPCSA as a Medical Practitioner. 11 years’ experience after registration with HPCSA as a Medical Practitioner if Foreign qualified and not required to perform community service. N.B. (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical and surgical conditions, including emergencies at a CHC. General skills as a Medical Officer are required. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community. Ability to make a difference and improve the health of the community – application of preventative and curative medicine. Information management. Knowledge of Health and Public Service legislation, Regulations and Policies. Medical ethics, epidemiology and statistics. Supervision skills. Ability to function
as part of a team and rotate through different departments of the hospital as required.

**DUTIES**

Provide medical services at the department appointed to. Have clinical skills in general OPD, Paediatrics, medicine, management of HIV/AIDS/TB, O&G, and Surgery at CHC level. Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies as per speciality and disease profile. Ensure patient satisfaction and undertake patient satisfaction surveys and reducing waiting times surveys. Active participation in training interns, community service doctors and junior staff. Maintain and continuously improve professional and ethical standards and instill confidence in public service and also in medical profession through exemplary behaviour. Clinical responsibilities including examinations, investigating, diagnosing and overseeing the treatment of patients in the relevant department and participation in after hour work is essential. Conduct orientation and induction programs for interns, community service doctors and junior colleagues. Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal / ethical and continuity of the patient care.

**ENQUIRIES**

Dr FP Shongwe Tel No: (039) 318 1113

**APPLICATIONS**

Assistant director: HRM, Private bag X 709, Gamalakhe, 4249

**CLOSING DATE**

27 November 2020

**POST 26/278**

DEPUTY DIRECTOR: FINANCE REF NO: HRM 48/2020 (X1 POST)

Directorate: Dept. of Finance

**SALARY**

R733 257 – R863 748 per annum (All inclusive salary package)

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

Degree / National Diploma with majors in Financial/Managerial/Cost Accounting, Financial Management, Public Finance & Accounting Plus, 3-5 years of managerial experience in a financial field. Recommendation: Experience in working with inventory management systems (manual & electronic) and/or Computer Literacy and/or Unendorsed valid Driver’s Licence. Knowledge, Skills, Training And Competencies Required: Good knowledge of Public Finance Management Act, Supply Chain Management Framework, Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations & Guidelines, Solid experience in budgeting, financial planning & analysis, asset management, Vulindlela and Basic Accounting Systems (BAS), Have the ability to perform independently and under pressure as well as report writing & presentation at short notice, Skills: decision-making, problem-solving, good communication, advanced proficiency in Microsoft Excel with excellent quantitative & analytical skills, Attributes – strong leadership, innovation, concern for excellence, drive and enthusiasm.

**DUTIES**

Provide input towards the development of strategic, annual performance and business plans of the institution, Ensure the effective management of budgetary and expenditure control functions for the institution, Ensure that the adequate policies, systems, procedures and proper internal control are in place to enable prudent management of financial resources, Ensure effective management of stock and assets, Maximize revenue collection of all income due to the institution, Ensure appropriate management and utilization of resources allocated to the component.

**ENQUIRIES**

Dr. T. Mayise Tel No: (031) 360 3015

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**: 27 November 2020

**POST 26/279**: PHARMACIST GRADE 01, 02 & 03 REF NO: SMH 01/2020

**Directorate**: SMH

**SALARY**:
- Grade 1: R693 372 per annum
- Grade 2: R751 026 per annum
- Grade 3: R821 205 per annum

**CENTRE**: St Margaret’s Hospital UMzimkulu 3297

**REQUIREMENTS**:

- **Grade 01**
  - Grade 12 certificate, Degree in Pharmacy plus registration with South African Pharmacy Council as Pharmacist, One year relevant experience after registration with SAPC, Current Registration with SAPC as a Pharmacist.
  - Grade 02
  - Five years’ experience after registration with SAPC as a Pharmacist, Six 06 years’ experience after registration with SAPC as a Pharmacist.
  - Grade 03
  - Thirteen (13) years’ experience after registration with SAPC as a Pharmacist. Fourteen (14) years’ experience after registration with SAPC as a pharmacist.

**Recommendation**: A valid driver’s licence, Pharmaceutical Software, Proven Supervisory Experience. Competencies: Professional concern for excellence, South knowledge of legislation, protocols and standard operating procedures applicable to pharmacy practices, Supervisor, Team building, conflict management and analytical skills, sound interpersonal, communication, planning and organising skills, appropriate theoretical and clinical knowledge and organisational skills and good communication skills. Skills: Leadership, Communication, Problem solving, Computer literacy, Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

**DUTIES**: Proven high quality pharmaceutical services to patients and health professionals within all applicable legislations, Maintain accurate and appropriate records in line with legal and accounting requirements, Engage in effective communication with all stakeholders to ensure that a high quality of service is rendered, Maintain optimal use and proper care of all resources, Provide pharmaceutical service as a part of a multidisciplinary ART and MDR team, Pre-packing and pre-pre labelling of medicines, Identify own needs and that of support staff and communicate these to pharmacy manager, Provide training for pharmacist interns and pharmacist assistant, Exercise control over expenditure by ensuring non wastage of pharmaceuticals and other resource, Keep abreast of professional matters by reading journals, using the intranet attending workshop, Prepare and dispense ARV and MDR drugs for Adult and Paediatric patients.

**ENQUIRIES**: All enquiries must be directed to Mr. TL Nzimande Human Resource Manager: Tel No: (039) 2599 222.
APPLICATIONS: Applications must be directed: St Margaret’s Hospital, Private Bag x517, Umzimkulu, 3297 OR Hand delivers to: St Margaret’s Hospital Clydesdale location UMzimkulu 3297.

FOR ATTENTION: Mr. TL Nzimande: Human Resource Manager

NOTE: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g.ref SMH 01/2020. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE: 04 December 2020

POST 26/280: PHARMACIST GRADE 1, 2 OR 3 REF NO: PSH 42/20 (X1 POST)

SALARY: Grade 1: R693 372 per annum
Grade 2: R751 026 per annum
Grade 3: R821 205 per annum
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 17% of basic salary – Rural Allowance.

CENTRE: Port Shepstone Regional Hospital

REQUIREMENTS: Senior Certificate and a national Diploma/ Degree in Pharmacy. Current proof of Registration with the South African Pharmacy Council. Proof of Payment of Annual fees for 2020.Completion of Community Services. Valid driver’s licence. Attach proof of working experience endorsed by Human Resource Department/ Employer. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading).
Grade 1: nil experience required. Grade 2: Minimum of 5 years’ relevant working experience after registration with the SAPC in respect of South African qualified employees who performed community service. Grade 3: Minimum of 13 years’ relevant working experience after registration with the SAPC in respect of South African qualified employees who performed community service. Knowledge, Skills and Experience: Knowledge of the Public Sector Pharmacy, as well as the relevant act, regulations, the District Health System, EDL, Good Pharmacy Practice, Policies and Procedures, the National Drug Policy, National Health Insurance, Medicine Act and medicine Scheme Amendment Bill, ARV Program and CCMDD Program. Appropriate theoretical and clinical knowledge e.g. Antimicrobial Stewardship. Good communication, team building, interpersonal and problem solving skills. Computer literacy – MS Word, MS Excel, MS Power Point and MS Outlook. Ability to work under pressure and co-ordinate productivity in section.

DUTIES: Dispensing of medicine and implementation of substitutions in cases of stock-outs. Provide a comprehensive and consultative pharmaceutical
service to health professionals and patients, including medicine information, counselling and education. Conduct Clinical Ward Rounds, PHC Supervisory visits and Pharmaceutical Audits S5 & S6 control and documentation. Manufacture and compounding of pharmaceutical products and repacking of medicine. Preparing of mixtures, solutions, ointments, drops and other medicines. Dispensing of Level 3 and above medicine item on Clinic prescriptions. Pharmaceutical Budget Control and Stock Management at PSRH and referral Clinics. Ensure Medicine availability and rationalization of stock. Ensure medicine expenditure is within budget. Avoid Fruitless and Wasteful expenditure, i.e. expired stock. Ensure CCMD enrolment targets are met at PSRH and referral clinics. Ensure timeous reporting and submission of required stats. Monitoring and evaluation of the CCMD Program. Tutoring and training of pharmacist assistants and pharmacist interns. To maintain proper and care of government equipment and maintain optimal use of resources. Conduct Audits and ensure compliance, both at Hospital level and PHC level i.e. Risk Management, Waste Management, SVS, NCS, Ideal Clinic. Compilation of stats, reports and maintenance of records and documents. Maintain registers and balances. Supervise Compass Waste Management according to hospital policy. Assist with Quality Improvement Projects. Ensure effective security measures in the department. Management and control of PPE.

ENQUIRIES : Mrs. Mamo Mokheseng
APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240.
FOR ATTENTION : Mr. ZM Zulu
NOTE : Application form (Z83) fully completed and signed, detailed C.V with certified copies of I.D, Pharmacy qualification, SAPC Registration as a Pharmacist, proof of payment of SAPC annual fees or relevant Certificate, no copies of certified copies will be accepted and must be not more than 6 months certified. Detailed Curriculum vitae. Failure to adhere to the instructions of the advert may disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

CLOSING DATE : 27 November 2020
POST 26/281 : ASSISTANT MANAGER NURSING – PRIMARY HEALTH CARE CLINICS REF NO: CATO ANMPHC 6/2020
SALARY : R614 991 per annum. Plus other benefits: 13th cheque, Medical Aid (Optional), Home owner’s allowances (employee must meet prescribed requirements).
CENTRE : Cato Manor CHC Clinics & Durban Central PHC
REQUIREMENTS : Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. A minimum of ten (10) years appropriate/recognizable nursing experience after registration as a Professional Nurse at least six (6) years of that period referred to above must be appropriate/recognizable experience after obtaining the one(1) year post basic qualification in Primary Health Care. At least three (3) years of the above must be appropriate/recognizable experience at supervisory level

**DUTIES:**

Manage, facilitate and co-ordinate provision of comprehensive package of services at PHC level, including priority programs and quality Improvement Programs in conjunction within a professional and legal framework. Assist and facilitate development of the Operation Plan, monitor the implementation and submit progress report. Facilitate clinical audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client’s needs requirements and work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of the community based outreach programmes services. Ensure effective allocation, utilisation and monitoring, of resources in line with cost containment plan. Ensure implementation, monitoring and evaluation of EPMDs in the operational area. Manage and support education, in service training, and practice development initiatives in the area, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele Principles, National Core Standards and Ideal clinic priorities are implemented. Provide safe therapeutic environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational and Safety Act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promoting I line with the program goals of health calendar. Maintain contractive working relationships with all stakeholders i.e. inter-professional, the multi-disciplinary team. Maintain intersectoral collaboration with other Government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the PHC clinics.

**ENQUIRIES:**

Mrs GN Mkhize Nursing Manager Cato Manor CHC Tel No: (031) 2611508 or Miss NO Masando Deputy Director Integrated Clinical Programs: EThekweni District Office Tel No: (031) 240 5310

**APPLICATIONS:**

Direct your application quoting the relevant reference number to: The Human Resource Manager EThekweni District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, EThekweni District Office, Private Bag X 54138, Durban, 4000.

**NOTE:**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum
Vitae, certified copies of certificates, identity document and driving license – not copies of certified copies. The circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that no faxed, e-mailed or late applications will be accepted and considered.

**CLOSING DATE** : 15 December 2020

**POST 26/282** : ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PEDIATRIC) GRADE 1 X (POST) REF NO: UNTU 08/2020

**SALARY** : R614 991 - R692 166 per annum. Other Benefits: Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 08% rural allowance

**CENTRE** : Untunjambili District Hospital: Kranskop Area

**REQUIREMENTS**:

- Senior certificate STD 10/ (Grade 12), Basic R425 Diploma/Degree in General Nursing and Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing. A proof of current registration with SANC as a Professional Nurse (2020). A minimum of Ten years' appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least SIX years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year Diploma in Advanced Midwifery & Neonatal Science. At least Three years of the period referred to above must be appropriate/recognisable experience at management level. Proof of current and previous working experience endorsed by Human Resource must Recommendation: Degree/Diploma in Nursing Management Knowledge in nursing care process and procedures, nursing statues and other relevant legal frameworks. i.e. Nursing Act, Health Act, Occupational Health & Safety Act, Patients’ Rights Charter & Batho Pele Principles. Leadership, Organizational, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act, Regulations & Labour Relations Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.

**DUTIES**:

- Delegate, Supervise and co-ordinate the provision of effective patient care through adequate nursing care. Oversee clinical governance to ensure high standard of patients Care. Initiate and participate in health promotion to ensure consistent communication of Relevant, accurate and comprehensive information on health. Develop/establish and Maintain constructive working relationship with nursing & other stakeholders (i.e. inter- Professional, inter-sectorial and multi-disciplinary teamwork). Participate in analysis, Formulation & implementation of nursing, practices, standards and procedures. Deal With disciplinary issues, grievance and labour issues including monitoring and managing absenteeism. Monitor and ensure proper utilization of financial and physical Resources. Assist in the implementation of priority programs to reduce morbidity and Mortality rate, communicable and non-communicable diseases. Improve the facility Efficiencies. Ensure accurate reliable statistics and reports are generated through the Information management section. Ensure that units comply with National Core Standards-Ideal Clinic, Batho Pele principles to meet the needs and demands of the Clients. Manage the Employee Performance Management Development System. Deputize the Deputy Manager Nursing.
ENQUIRIES : Mr K.R Mthimkhulu Tel No: (033) 444 1707 EXT 8134
APPLICATIONS : Applications should be directed to: Human Resource Manager
                Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form.
NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.
CLOSING DATE : 30 November 2020
POST 26/283 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: UNTU 07/2020 (X1 POST)
SALARY : R562 800 per annum. Other Benefits 13th cheque, Home owner allowance (employee must meet prescribed requirements), Medical Aid (Optional) and 08% Rural Allowance
CENTRE : Untunjambili Hospital
REQUIREMENTS : Senior Certificate/Grade 12, Degree/Diploma in general nursing and Midwifery plus 1 year post basic qualification in Primary health Care. Current Registration with SANC. (2020 Receipt) A minimum of 9 years appropriate/recognizable experience as a Professional Nurse of which at least 5 years must be appropriate/recognizable experience in Primary Health Care after obtaining the post basic qualification in Clinical Health Assessment, Treatment and Care. Proof of Previous & Current work experience (Certificate of Service (s) endorsed and stamped by HR must be attached. Understanding of nursing legislation and related legal & ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Knowledge of Code OF Conduct and labour Relations and Related Policies. Empathy and counselling skills. Basic understanding e.g. HR and Financial policies and procedures. Strong interpersonal, communication and presentation skills Computer literacy. Ethical medicine including HIV and TB, Paediatrics, Surgery, Obstetrics and Gynaecology, Orthopaedics, Psychiatry, Emergency medicine and Anaesthetics. Good interpersonal and communication skills Ability to work under pressure. Assessment Knowledge of Analysis and Management skills. Teaching and supervision of junior doctors’ students. Knowledge of all applicable legislation.
DUTIES : Provide effective management and professional leadership for clinics attached to Untunjambili Hospital Ensure the functionality of all PHC programmes in the clinics. Monitor and supervise the implementation of
chronic diseases by aligning it to the integrated Chronic Disease Management Program manual. Provide administrative services through planning, organising, ensuring the availability of medication and essential equipment. Participate in the development of strategic plans and strategic direction. Assist in the improvement of HAST (PMCT, ART, TB, STI’s) programmes. Monitor the implementation of EPI. Take a part in the “Qo-Qo-Qo Sikhulekile Ekhaya” initiative. Implement & provide support to Operation Sukuma Sakhis. Monitor infection prevention and control. Ensure patient satisfaction and control. Ensure that clinic committees are functional & ensure compliance to National Core Standards and ideal Clinic realisation & maintenance. Evaluate compliance with protocols, SOP, guidelines, policies & procedures. Maintain a constructive relationship with relevant role players and other stakeholders. Ensure proper statistics, data management & reporting. Undertake implantation, monitoring & evaluation of quality improvement programmes. Ensure proper control of resources, viz: material, human, physical financial etc. Monitor & evaluate staff performance through the EPMD system. Exercise control of discipline, grievance and other labour related issues in terms of laid down procedures.

ENQUIRIES: Mrs N.P. Ngubane Tel No: (033) 444 1707 EXT 8238
APPLICATIONS: Should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 30 November 2020
POST 26/284: ASSISTANT MANAGER NURSING (NIGHT DUTY) (GENERAL) REF NO: NGWE 65/2020
SALARY: R562 800 – R652 437 per annum. 8% Rural Allowance, 13th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
CENTRE: Ngwelezana Tertiary Hospital
REQUIREMENTS: Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above
must be appropriate or recognizable experience at management level. Attach proof of working experience endorsed by Human Resource Department/ Employer. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety act, Labour relations Act, Public service regulations Patients’ Rights Charter, Batho Pele principles, etc. Strong interpersonal, communication (verbal and written) and presentation skills. Ability to make independent decisions. Problem solving and conflict resolution skills. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities including nursing strategy, standard operating procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of nursing management, conflict management, mentorship, supervisory and change management skills.

DUTIES:
Provide effective and professional leadership during the night. Ensure safe and therapeutic environment for both staff and patients at night. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care at night. Develop/establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within in the hospital during the night. Monitor and implement EPMDS. Monitor and implement National Standards. Improve quality of care through reduction of patient complains, public complains ad waiting times. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified. Control duty roster and attendance registers. Deal with grievances and labour issues in terms of laid down policies and procedures.

ENQUIRIES:
Ms R.M Sithole Tel No: (035) 901 7258

APPLICATIONS:
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.

**CLOSING DATE**: 27 November 2020 (Late applications will not be accepted)

**POST 26/285**: OPERATIONAL MANAGER (PHC) REF NO: ISIGW 01/2020STC (X1 POST)

**SALARY**: R562 800 - R633 432 per annum. Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE**: Isigweje Clinic


**DUTIES**: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and Ideal Clinic Realization. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units and report to nursing management. Active involvement in Operation Sukuma Sakhe. Manage the out-reach services and ensure data management. Conduct facility Nerve Centre, Information Health Meetings and sit in other meetings. Promote Nursing Ethics and Professionalism.

**ENQUIRIES**: Ms C.I.Ndlovu Tel No: (036) 6379600

**APPLICATIONS**: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X 9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION NOTE**: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The
application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment.

CLOSING DATE : 30 November 2020

POST 26/286 : ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION

REF NO: NGWE 66/2020

SALARY : R562 800 – R652 437 per annum. 8% Rural Allowance, 13th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognizable experience at management quality assurance level. Attach proof of working experience endorsed by Human Resource Department/ Employer. Ability to implement National Core Standards. Knowledge of Batho Pele and Patient Right. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and Problem solving.

DUTIES : Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National, Provincial and Department performance reporting requirements. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Co-ordinate the development of the institutional strategic plans which are aligned to annual performance plan and District Health Plan. Analyze data obtained from sources and other management information systems against indicators with a view to develop reliable performance
profiles for verification and publishing of the prescribed performance and other reports. Co-ordinate planning, monitoring and evaluation unit for the hospital and clinics). Develop budget estimates for the planning, monitoring and Evaluation unit. Ensure implementation of the total quality management framework. Enforce compliance to quality legislative prescripts in all units within the facility jurisdiction. Co-ordinate staff training and initiative for ensuring service excellence. Oversee Quality, Communication Infection Prevention and Control as information management. Ensure good Clinical governance in the hospital and clinics.

ENQUIRIES
APPLICATIONS:
Human Resource Department Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
Mrs C.N.N Mkhwanazi Tel No: (035) 901 7257/7105

FOR ATTENTION:
Mr M.P Zungu

NOTE:
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE:
27 November 2020 (Late applications will not be accepted)

POST 26/287:
CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: UNTU10/2020

SALARY:
R466 119 per annum. Benefits: 13th Cheque, Rural Allowance (provided the employee meets the Requirements), Home allowance (Medical Aid Optional) 13th Cheque, plus 12% Rural Allowance

REQUIREMENTS:
Senior Certificate/Grade 12, National Diploma /Degree in Radiography. Proof of current registration with HPCSA as a Radiographer (202/21).5 (Five) years appropriate experience after registration with HPCSA.3-5 years supervisory experience. Certificate of service endorsed by HR as proof of experience be attached. Knowledge, Skills and Competencies: Knowledge of radiographic procedures and equipment. Computer skills in basic programs. Knowledge of relevant health and safety acts and policies. Sound planning and organizational skills. Knowledge of radiation control and safety regulations. Sound communication and problem solving skills. Good interpersonal relations and ability to perform well with a team. Ability to perform basic quality assurance tests, procedures, and methods.
DUTIES: Provide a high quality radiographic and service according to patient’s needs. Give factual information to patients and clients on radiology, whilst ensuring that patient’s rights are respected. Promote good health practices and ensure optimal care of patients. Execute all clinical procedures competently to prevent complications. Complete the overall work processes of the component and general administrative duties. Inspect and utilized equipment professionally to ensure that it complies with the safety standards. Promote Batho Pele Principles in the execution of all duties for effective service delivery. Provide comprehensive compassionate PHC service to catchment population. Provide expert advice to health professionals at the Institution to ensure effective and efficient patient management. Participate in the development, implementation, monitoring and evaluation of policies, guidelines and quality control standards for the radiography section. Inspect equipment’s regularly and report faults timeously to ensure compliance with health and safety standards. Ensure the effective and efficient utilization of allocated resources, including human resources. Ensure the prevention, control and reporting of patient safety incidents. Provide sound Labour Relations and Performance management (EPMDS) to your staff. Participate in Quality Assurance, Quality improvement programmes and Ideal CHC programs. Provide guidance and supervision to junior staff and students. Participate in continued professional development (CPD) programme. Be prepared to work under pressure.

ENQUIRIES: Dr. A Subrati Tel No: (033)-444 1707 EXT 8138
APPLICATIONS: Should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 30 November 2020
POST 26/288: OPERATIONAL MANAGER: GENERAL STREAM (H-WARD GRADE)
REF NO: UNTU 05/2020
SALARY: R444 276 - R500 031 per annum. 13th cheque, Home owner allowance (employee must meet prescribed Requirement), Medical Aid (Optional) and 08% Rural Allowance
CENTRE: Untunjambili Hospital
**REQUIREMENTS**


**DUTIES**

Supervise & ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate & monitor the implementation of nursing Care plan evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care & rehabilitation of patients. Maintain Constructive working relationship with nursing & other stakeholders i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Analysis, formulation and implementation of nursing guidelines, practices, standards, Policies and procedures. Manage & monitor proper utilization of human, financial, Physical and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services by assisting with relief Duties of the supervisor and partake in overall unit function i.e. Team Building.

**ENQUIRIES**

Mr KR Mthimkhulu Tel No: (012) 033 444 EXT 8134

**APPLICATIONS**

Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268

**NOTE**

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form.

NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE**

30 November 2020

**POST 26/289**

OPERATIONAL MANAGER: GENERAL STREAM (NIGHT-DUTY GRADE 1) REF NO: UNTU 09/2020

**SALARY**

R444 276 - R500 031 per annum 13th cheque, Home owner allowance (employee must meet prescribed Requirement), Medical Aid (Optional) and 08% Rural Allowance
CENTRE: Untunjambili Hospital (OPD)

REQUIREMENTS:

DUTIES:
Ensure adequate Coverage & Supervision of staff in all units to allow provision of quality patient care in an efficient and effective manner. Facilitate and strengthen Implementation of health service delivery policies, procedures, clinical Guidelines, protocols, plans and strategies aimed at achieving services excellence. Promote implementation of Batho Pele principles, Patient’s rights charter and Acceptance professional/clinical-ethical standards within the applicable legal Framework. Participate and ensure implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and Monitor performance thereof. Demonstrate effective communication with staff, patients Colleagues, clinicians and other stake holders including report writing and Presentation. Ensure effective and efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure all night Services are coordinated.

ENQUIRIES:
Mr K. R. Mthimkhulu Tel No: (033) 444 1707 EXT 8134

APPLICATIONS:
Should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268

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

**CLOSING DATE:** 30 November 2020

**POST 26/290:** OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: VRH 13/2020

**SALARY:** R444 276 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE:** 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. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of current registration with SANC (2020 Receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. 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. Sound understanding of legislations and related ethical nursing practices within the unit. Report writing skill. Conflict management. Interpersonal and team building skills. Communication skills.

**DUTIES:**

- To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (e.g.intersectoral and multi-disciplinary team). Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Participate in planning, organising and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Comply with EPMDS. Deal with grievance and staff discipline in terms of laid down policies and procedures. Ensure compliance to National Core Standards and Infection Prevention and control policies. Formulate quality improvement programmes and projects to improve quality of care. Provide safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Display a concern for patients promoting advocating and facilitating proper treatment and care in ensuring that the unit adheres to principles of Batho Pele. Manage complaints and patients safety incidents according to departmental policy.

**ENQUIRIES:** Mrs. Khumalo NJ Tel No: (034) 9822111 Ext 5916

**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. 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. The Employment Equity Target is an African Male.

CLOSING DATE: 27 November 2020

POST 26/291: OPERATIONAL MANAGER NURSING: GENERAL STREAM (SPECIALISED-SURGERY INPATIENT UNIT) REF NO: OPMAN (GEN NURS) SPEC SURG /2/2020

Re-Advertisement: People who applied before need to Re-Apply

SALARY: Grade 1: R444 276 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Degree / Diploma in General Nursing (R425 qualification or equivalent). Registration certificate with South African Nursing Council and current registration with SANC as General Nurse. Aminimum of 7 years appropriate/recongnsisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. Proof of experience endorsed by your Human Resource Department. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients’ needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambit of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees.

ENQUIRIES: Miss NO Mkhize Tel No: (031) 2401063
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 27 November 2020

POST 26/292: PROFESSIONAL NURSE – SPECIALTY REF NO: DANCHC 04/2020 (01 POST)
Cluster: Maternity

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other benefits: 13th Cheque Medical Aid (Optional) Housing Allowance:
Prescribed requirements to be met Inhospitable Area Allowance: 8%

CENTRE: Dannhauser Community Health Centre

REQUIREMENTS: Standard 10 or Grade 12 Proof of current registration with SANC (2020)
Diploma/Degree in General Nursing plus Midwifery; Plus One year post-basic Advanced Midwifery qualification accredited with SANC Grade 1:
Minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC
Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nurse At least 10 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in Advanced Midwifery.
Registration with South African Nursing Council as the General Nurse and Midwife 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. Knowledge, Skills, Training And Competencies Required:-Experience in maternity department Knowledge of nursing care process and procedures and other legal framework 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 Conflict management and negotiation skills.

DUTIES: Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and Patient's rights. Ensure and advocate for the provision and supervision of patient's needs Improve perinatal mortality and morbidity through implementation of priority programmes; e.g. EMTCT, CARMA, MBFI and ESMOE Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric
emergencies Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the Implementation of National Core Standards and IDEAL Clinic. Provide adequate and health education, awareness and involved in campaigns. Promote women’s, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.

ENQUIRIES: Mrs M Ntseki Tel No: (034) 621 6119
APPLICATIONS: All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; OR Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080
FOR ATTENTION: Mrs DBP Buthelezi
NOTE: Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference Will Be Given To African Male

CLOSING DATE: 27 November 2020
POST 26/293: OPTHALMIC NURSE (GRADE 1) REF NO: UNTU 04/2020
Department: OPD
Re-Advertised

SALARY: R383 226 per annum. Other Benefits; Medical Aid (optional). 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 08% rural allowance

CENTRE REQUIREMENTS: Untunjambili District Hospital: Kranskop Area
Senior certificate STD 10/ (Grade 12), Diploma / Degree in General Nurse and Midwifery. A post basic qualification in Ophthalmic Nursing with 4 days Certificate in Primary Eye Care. A proof of Nursing Council (2020 receipt). A minimum of 4 years’ experience in nursing after registration with SANC as a professional nurse. Proof of current and previous working experience endorsed by Human Resource must be attached. Recommendations: Dispensing Licence & valid driver’s licence (EB). Knowledge in nursing care process and procedures, nursing statutes and other relevant legal framework. Good communication skills- verbal and written. Co-ordination & liaison skills. Problem solving. Financial and budgetary knowledge pertaining to relevant resources under Management, Insight into the procedures and policies pertaining to the Nursing Care. Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional
framework, Interpersonal skills including public relations, negotiating conflict handling and counselling skills, Computer skills in basic programmes.

DUTIES: To perform clinical nursing practice in accordance with the scope of practice and nursing standards for a primary health care sitting. Develop and ensure implementation of nursing care plans. Maintain complete and accurate nursing record according to legal requirements. Diagnosis, treatment, and follow up of the certain specified eye conditions. Diagnosis & referral of other specified eye condition. Visiting pay point for cataract screening. Provisioning of in service training in a Primary Eye Care to a Primary Health Care worker. Provisioning of a preparation of patient for surgical, assisting the surgeon in the operating room and post-operative care. Supervision of cataract case finding, cataract surgery marketing, and rapid assessment of cataract surgical coverage in the community. Supervision of the screening of school children. Prescribing and dispensing of glasses. Supervision of the screening of chronic patients including diabetics. Establishment and maintenance of support groups. Performing fast queue for chronic patients.

ENQUIRIES: Mr K. R Mthinikhulu Tel No: (033) 444 1707 EXT 8134

APPLICATIONS: Applications should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268.

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form.

NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 30 November 2020

POST 26/294: PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2 REF NO: VRH 14/2020

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: Vryheid District Hospital (Trauma & Resuscitation)

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 Trauma and Emergency Nursing. Registration certificates with SANC as a General Nurse, Midwifery and Trauma and
Emergency Nursing. Current proof of registration with SANC for 2020. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **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 the unit. Report writing skill.

**DUTIES:**
Provide comprehensive, quality nursing care to patients/clients in a Critical Care unit in a cost effective, efficient manner. Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policy and procedures. Assist in EPMDS evaluation of staff, within the unit and participate in the monitoring of training and development of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that all equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Working effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES:**
Mrs. Khumalo NJ Tel No: (034) 9822111 Ext 5916

**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 represeptivity in all levels of all occupational categories in the Department. 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. The
Employment Equity Target is an African Male.

**CLOSING DATE** : 27 November 2020

**POST 26/295** : CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 (X2 POSTS)

**SALARY** :
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, housing allowance (employee must meet
prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

**CENTRE** :
St Chads CHC Ref No: STC 10/2020 (X1 Post)
Limehill Clinic Ref No: LIME 01/2020 (X1 Post)

**REQUIREMENTS** :
Senior certificate or Grade 12.Degree/Diploma in General Nursing and
Midwifery. Current registration certificate with SANC as a Professional
Nurse in General Nursing and Midwifery (2020).Post-Basic Diploma in
Clinical Nursing Science, Health assessment, Diagnostic Treatment and
Care (PHC) with a duration of at least one (1) year. Certificate of Service
Endorsed by Human Resource Department. Experience: **Grade 1**: A
minimum of 4 years appropriate/recognisable experience in nursing after
registration as a professional nurse with SANC in General Nursing. At
least one year Post Basic Nursing qualification in Clinical Nursing
Science, Health assessment, Diagnostic Treatment and Care. Experience:
**Grade 2**: A minimum of 14 years appropriate/recognisable
experience in nursing after registration as a Professional Nurse with
SANC in General nursing. At least 10 years must be appropriate/
recognisable experience after obtaining the one year Post Basic
qualification in Clinical Nursing Science, Health assessment, Diagnostic
Treatment and Care. Knowledge, Skills, Training and Competencies
Required: Knowledge of SANC rules and regulations. Knowledge of
legislative framework and departmental prescripts. Ability to formulate
patients care related policies. Knowledge of provincial acts and national
acts policies. Knowledge of sound nursing care delivery approaches.
Basic financial management skills. Knowledge of human resource
management. Ability to formulate vision, mission and objectives of the
unit. Communication skills and decision making. Ability to provide
mentoring and coaching. Have leadership and supervisory skills.

**DUTIES** :
Provision of nursing comprehensive of service according to PHC CORE
packages. Provision of holistic health care approach (preventative,
promotive, curative and rehabilitative) services. Provision of
administration services. Involvement with community stakeholder
meetings and various committees. Provision of staff development through
EPMDS management, clinical teaching, trainings, workshops and
continuous evaluation of employees. Sit in different facility meetings.
Responsible for screening, diagnosing and treatment and care of patients
at Primary Health Care level. Initiate community projects, involvement in
Operation Sukuma Sakhe projects. Ensure safe and clean environment
according to IPC standards. Utilize human and other resources efficiently
in a cost effective manner. Work as part of multi-disciplinary team to ensure
quality nursing care and quality standards (Ideal Clinic Realization, Norms
and Standards) are met. Be involved in clinical audits. Ensure Data
management. Advocate for nursing ethics and professionalism .Conduct
health awareness/campaigns and ensure priority programmes indicators
are achieved. Hours Of Duty: 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES: Ms C.I.Ndlovu Tel No: (036) 6379600

APPLICATIONS: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION: Mr S.D.Mdletshe

NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority(SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 30 November 2020

POST 26/296: PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: EGUM 13/2020 (X2 POSTS)

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

CENTRE: 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 Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2020). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.

Grade 1: A minimum of 4 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2: A Minimum of 14 years appropriate /recognizable experience in nursing after registration as a Professional
Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience in the specific speciality after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient’s Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

**DUTIES**

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

**ENQUIRIES**

Mr. MJ Mbali Tel No: (039) 797 8100

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Department

**NOTE**

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 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 : 27 November 2020 @ 16H00 afternoon

POST 26/297 : PROFESSIONAL NURSE - SPECIALTY (PAEDIATRIC) REF NO: EGUM 14/2020 (X1 POST)

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

CENTRE : E G & Usher Memorial Hospital – Gateway Clinic

REQUIREMENTS : Grade 12 Certificate or equivalent. Diploma in General Nursing and Midwifery. One (1) year post basic qualification in Child Nursing Science accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2020). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.

Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least (10) years of the period must be appropriate / recognized experience in the specific specialty after obtaining one year Post Basic Qualification in Paediatrics. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Child Care Act. Sound knowledge Nursing Care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health and Safety Act of 1995.

DUTIES : Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, Formulation and monitoring of objective policies and procedures including quality improvement programs. Participate in staff development using EPMD System and other work related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing report writing when required and patient’s records. Provide comprehensive holistic specialized quality nursing care to patients as a member of the multidisciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting as junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMCI, PMTCT, EPI, KMC. Assist Operational Manager by participating in NCS Programs.

ENQUIRIES : Mr. MJ Mbali Tel No: (039) 797 8100

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

FOR ATTENTION : Human Resource Department

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 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 : 27 November 2020 @ 16H00 afternoon

POST 26/298 : CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: ROC 02/2020 (X1 POST)

Re-Advertisement

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE REQUIREMENTS : Gcinalishona Clinic

Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2020).Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skills, Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of
legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

**DUTIES**

Provision of nursing comprehensive of service according to PHC CORE packages. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administration services. Involvement with community stakeholder meetings and various committees. Provision of staff development through EPMDS management, clinical teaching, trainings, workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosing and treatment and care of patients at Primary Health Care level. Initiate community projects, involvement in Operation Sukuma Sakhe projects. Ensure safe and clean environment according to IPC standards. Utilize human and other resources efficiently in a cost effective maner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Be involved in clinical audits. Ensure Data management. Advocate for nursing ethics and professionalism. Conduct health awareness/campaigns and ensure priority programmes indicators are achieved. Hours Of Duty: 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage

**ENQUIRIES**

Ms C.I.Ndlovu Tel No: (036) 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.Mdletshe

**NOTE**

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

30 November 2020
POST 26/299 : PROFESSIONAL NURSE (SPECIALTY) – THEATRE REF NO: UMP 15/2019 (X2 POSTS)

SALARY : Grade 1: R383 226 - R444 276 per annum
          Grade 2: R471 333 - R579 696 per annum

CENTRE : Umphumulo Hospital

REQUIREMENTS : Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Operating Theatre Technique, accredited with the South African Nursing Council. Current (2020) council receipt. Grade 1: A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in theatre after obtaining the post basic qualification of Operating Theatre Technique. Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Render an optimal holistic specialized nursing care provided within the set standards and professional /legal framework as a member of the multidisciplinary team. Knowledge and implementation of Nursing Core Standards. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards and all other applicable prescripts. Effective, efficient utilization and management of all resources. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Evaluate patient care programmes from time to time and make proposals for improvement. Manage and the proper handling of instruments. Work collaboratively with surgeons, anesthetists to meet the needs of the patients during theatre procedures and ensure responsibility for patient’s care. Develop competencies in pre-operative care, reception area, scrubbing, circulating, recovery room and post-operative care. Ensure safe environment to achieve desired outcomes of surgical interventions. Participate in the formulation, analysis, implementation and monitoring of unit objectives, nursing standards, policies and standard operating procedures. Participate in after- hours theatre calls. Assist and supervise in CSSD. Ensure that equipment and machinery is available and functional at all times. Monitor the blood fridge and ensure the availability of emergency blood. Report and record patient safety incidences, challenges and deficiencies within the unit. Attend meetings, workshops and training programmes as assigned by the supervisor.

ENQUIRIES : Mrs. J. M. Ndlovu Tel No: (032) 4814199

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr S. M. Naidoo

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign
qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 27 November 2020

**POST 26/300**

**SALARY**: R383 226 – R444 276 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE**: Emmaus Hospital

**REQUIREMENTS**:

Grade 12/Standard 10 Basic R425 Qualification (i.e. Diploma/Degree) in General Nursing with Midwifery registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. Post Basic Diploma in Clinical Nurse SANC as a General and Primary Health Care SANC receipt (2020) Experience: Grade 1 Minimum of four years (4) years appropriate recognizable in nursing after registration as professional nurse with the SANC in General nursing plus Clinical Nursing Science. Grade 2 a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post–basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OHS Acts, Batho Pele and Patients' Right Charter, Labour Relations Act, Grievance procedure etc. Leadership, organizational decision making and problem solving, conflict Handling and counselling, Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment Work as a part of a multi-disciplinary team to achieve vision of GATE CLINIC Report writing and team management Ability to provide mentoring and coaching to her/his supervisees Good communication and interpersonal skills Ability to work under pressure Knowledge of National Core Standard, six key priorities and seven domains NIMART training will be advantage.

**DUTIES**:

Provide quality comprehensive Primary Health Care promoting preventative, curative and rehabilitative service for the client and community Always promoting scientific quality nursing care by function as a therapeutic team Coordinating between Hospital and community and preventing medico-legal hazards Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account Ensure Batho Pele Principles are implemented Responsible for screening, diagnosis and management of patients at PHC Level. Actively participate in Outreach Campaigns Implement infection prevent and control policies and guidelines Ensure efficient and economical utilization of all resources To promote youth friendly service Effective data management Ensuring 90/90/90 strategy is implemented.
ENQUIRES : Ms D.Z Hlongwane Tel No: (036) 488 1570 EXT: 8312
APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
FOR ATTENTION : Human Resource Manager
NOTE : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
NB: No Subsistence and Travelling Allowance Will Be Paid for Interview Attendance.
CLOSING DATE : 27 November 2020
POST 26/301 PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 03/20120 (X1 POST)

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital
REQUIREMENTS : Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application) Professional Nurse Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique Professional Nurse Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures 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 Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients’ rights charter

DUTIES : Must be able to handle operating and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients’ rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc.
Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDs as well as student progress reports Maintain a plan to improve the quality of Nursing and health care in operating theatre Formulation of theatre policies to ensure good practice Ensuring the availability of the necessary basic equipment

ENQUIRIES: Mrs CN Mkhwanazi Tel No: (039) 6877311 ext 127
APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/03/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE: 27 November 2020

POST 26/302: PROFESSIONAL NURSE-SPECIALTY STREAM-EMERGENCY AND TRAUMA/ORTHOPAEDIC REF NO: MURCH 04/2020 (X1 POST)

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE REQUIREMENTS: Murchison Hospital

Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Emergency and Trauma / Orthopaedic, Current Registration with SANC as General Nurse and Emergency and Trauma / Orthopaedic .Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application) Professional Nurse Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Emergency and Trauma / Orthopaedic Professional Nurse Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Emergency and Trauma/Orthopaedic, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures 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 Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

**DUTIES**: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth / ethical standards and self-development

**ENQUIRIES**: Mrs. C Mkhwanazi Tel No: (039) 6877311 ext. 127

**APPLICATIONS**: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/14/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**: 27 November 2020

**POST 26/303**: PROFESSIONAL NURSE-SPECIALTY STREAM-OPHTHALMOLOGY REF NO: MURCH 05/2020 (X1 POST)

**SALARY**: Grade A: R383 226 per annum
Grade B: R471 333 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE**: Murchison Hospital

**REQUIREMENTS**: Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Ophthalmology, Current Registration with SANC as General Nurse and Ophthalmology. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills Professional Nurse **Grade 1**: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as
Professional with SANC in general nursing and Ophthalmology

**Professional Nurse Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Ophthalmology, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. And Competencies: Knowledge of nursing care and processes and procedures 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 Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients’ rights charter

**DUTIES:**
Provide optimal, holistically specialized care with standards and within a professional/legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth/ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building.

**ENQUIRIES:** Mrs CN Mkhwanazi Tel No: (039) 6877311 ext. 127

**APPLICATIONS:** All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE:** The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Fax ed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/05/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE:** 27 November 2020

**POST 26/304:** CLINICAL NURSE PRACTITIONER GR 1 OR 2 REF NO: JOZ CLI 05/2020 (X1 POST)

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

**CENTRE:** Othobothini Community Health Centre (Jozini Clinic)
REQUIREMENTS: Senior Certificate / STD 10/ Grade12. Basic R425 qualification (Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC Proof of current registration with SANC (2020). Proof of current and previous experience endorsed and stamped by HR (Certificate of Service). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho- Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills. Leadership, Supervisory and reporting writing skills. Good communication, Counsel, Interpersonal relations, Conflict Management, Decision making and Problem solving skills.

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

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

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

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

CLOSING DATE: 11 December 2020

POST 26/305: CLINICAL NURSE PRACTITIONER – ARV & TB REF NO: UMP 16/2020

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
CENTRE: Umphumulo Hospital

REQUIREMENTS:
- Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt
- Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse.
- Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy

DUTIES:
- Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the clinic adheres to the principles of Batho Pele. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS) Monitor indicators which measure health practices in the facility. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety policies. Provide expert advice & counselling to clients Offer HCT to all clients who visit the clinic. Perform diagnostic procedures eg. Pap smears, blood collection etc. Monitor clients on the ART wellness programmes Initiation of ART to clients who meet the eligibility criteria. Provide health education and in-service education. Liaise and refer clients to relevant stakeholders for effective management of ART programme. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Assist unit manager with overall management and necessary support for effective functioning. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property

ENQUIRIES:
- J. M. Ndlovu Tel No: (032) 4814199

APPLICATIONS:
- Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION:
- Mr S. M. Naidoo

NOTE:
- Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to
positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

27 November 2020

**POST 26/306**

CLINICAL NURSE PRACTITIONER REF NO: CJMH08/2020

**SALARY**

R383 226 - R444 276 per annum Other Benefits: 13th Cheque, plus 12% rural allowance is compulsory.

**CENTRE**

Hlathi Dam (x1 Post)
Ntinini (X2 Posts)
Zamimpilo (X1 Clinics)

**REQUIREMENTS**

Matric or senior certificate. Diploma/Degree in General nursing and midwifery. One year post basic qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable experience after registration as a professional nurse. Proof of current registration with South African Nursing Council as General Nurse. Midwifery and Primary Health Care Nurse. Current S.A N.C Receipt 2020. Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached. Knowledge, Skills and Competencies Required Knowledge of all applicable legislation, and guidelines, including Scientific Nursing and nursing principles. Good Communication, counselling, conflict management, decision making and problem solving skills. Good interpersonal and listening skills Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic. Must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients’ needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Patients’ Rights Charter. Ensure compliance with and implementation of National Core Standards; deal Clinic Realization and Maintenance, CCMDD, etc.

**ENQUIRIES**

Mrs P. N. Kunene Tel No: (034) 271 64

**APPLICATIONS**

All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, 3135 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 SANC receipts – not copies of certified Copies. Current
registration with SANC 2020. 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 02/2020. (NB). Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

CLOSING DATE : 27 November 2020

POST 26/307 : ASSISTANT DIRECTOR: SYSTEMS REF NO: DANCHC 14/2020 (X1 POST)


CENTRE REQUIREMENTS : Dannhauser CHC

REQUIREMENTS : Standard 10 or Grade 12 An appropriate Bachelor’s Degree or National Diploma in Public Management/Public Administration/Public Health Management/Human Resources Management/Management/ Health Service Administration or equivalent; PLUS Three (3) years supervisory experience in the systems management environment. A valid driver’s license (Code 08 or 10) NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative prescripts governing the Public Service. Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patient Fees Manual Understanding of Information Technology systems Knowledge of Health and Safety and Quality Assurance Management. Ability to develop policies and understand HR matters, including compilation of management reports. Sound leadership qualities and ability to perform independently and under pressure. Sound management, negotiation, inter-personal, decision- making and problem-solving skills. Good planning, organising, interpersonal relationship, listening and co-ordination skills. Capacity to build and maintain relationship, team building and supervisory skills. Concern for excellence and organising activities and projects for components. Knowledge of project management and good verbal and written communication skills. Knowledge of EPMDS and relevant policies and procedures; and Computer Literate in Microsoft Word, Excel, PowerPoint and Outlook.

DUTIES : Manage the day- to- day functioning of the Systems Component in the institution to ensure that high quality services are being provided. Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality. Manage the following services to ensure optimal usage and cost effectiveness in the entire institution: Cleaning Services Telecommunication Services Registry and Reprographic Services Maintenance Services Information Systems and Technology Services Gardening Services Patient Administration Services Mortuary Services Housekeeping Services Security Services Laundry Services Transport Services Occupational Safety Waste Management Services Systems Contracts Management Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information. Implement and monitor effective systems policies, protocols and practices within the day-to-day operational areas. Oversee risk management system at the institution to
ensure that an effective, up-to-date disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Provide technical advice to the management team in respect of operations and ensure that standby and emergency facilities are properly maintained. Contribute as a member of a multi-disciplinary management team towards the effective and efficient management of the institution, and ensure that staff has work plans and EPMDS tallying with the goals of the component and the institution.

ENQUIRIES

APPLICATIONS

Dr FP Mtshali: Tel No: (034) 621 6105

FOR ATTENTION

NOTE

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

CLOSING DATE

27 November 2020

POST 26/308

ASSISTANT DIRECTOR: SYSTEMS REF NO: GAM CHC 7/2020

SALARY

R376 596 per annum. Other Benefits: 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements)

CENTRE

GamalakhE CHC

REQUIREMENTS

STD 10 Certificate or Grade 12 Bachelor’s Degree/National Diploma in Public management/Public Administration/Public Health Management/ Human Resources Management Three (3) years supervisory experience in the systems management environment Computer Literacy A valid code 08 or 10 drivers licence Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Knowledge, Skills And Competencies Knowledge of prescripts governing public service. Knowledge in general administration, management, maintenance services, safety and security services. Knowledge of relevant acts and regulations including patients fee’s manual. Ability to develop policies and understand HR matters. Sound leadership qualities and ability to work independently and as a team. Sound management, negotiation, interpersonal, decision making, and problem solving skills. Good planning, leading, organizing and organizing skills. Knowledge of project management, good communication skills (both verbal and written) Knowledge of employee performance management & development systems (EPMDS).
DUTIES: Manage day to day functioning of systems unit both in the CHC and at satellite clinics. Manage the following services to ensure optimal usage and cost effectiveness in the entire institution. Cleaning services Telecommunications Registry and reprographic services Maintenance services Gardening services Patient administration services Security services Laundry services Transport services Occupational health and safety services Waste management services Systems contract management services. Implement and monitor effective systems policies, protocols, and practices. Oversee risk management matters and ensure an effective, up to date, disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration and ensure compliance with all statutory regulations. Provide technical advice to the management team on operations and ensure that standby and emergency facilities are properly maintained. Contribute as the member of multi-disciplinary management team towards effective and efficient management of the institution. Ensure that stuff has work plans that tally with the goals of the department.

ENQUIRIES: Dr P.F Shongwe Tel No: (039) 3181113
APPLICATIONS: All Applications Should Be Forwarded To: Assistant director: HRM Private bag X 709, Gamalakhe 4249
CLOSING DATE: 27 November 2020

POST 26/309: PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 67/2020 OPERATING THEATRE AND CSSD

SALARY: Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: Diploma/Degree in General Nursing that allows registration with SANC as a Professional Nurse, One year post basic qualification in Operating Theatre Nursing Science, Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in operating theatre after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

DUTIES: Render an optimal holistic specialized nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards, Co-ordinate clinical activities. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all-time Report patients’ safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES: Ms RM Sithole Tel No: (035) 901 7258 / 7047
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021,
Empangeni, 3880 or hand delivered to Ngwelezana 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 Relocation / 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 : 27 November 2020 (Late applications will not be accepted)

POST 26/310 : DIAGNOSTIC RADIOGRAPHER GRADE 01, 02 OR 03 REF NO: MOS/DRAD/13/2020 (01 POST)

SALARY : Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
Other Benefits Home Owner Allowance; 13th Cheque; Medical Aid (Optional) plus Rural Allowance (17 % of basic salary) (conditions apply)

CENTRE : Mosvold District Hospital

REQUIREMENTS : National Diploma/ Degree in Diagnostic Radiography/ any appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Certificate of Registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiographer (independent/ private practice).Current registration confirmation/annual practice with HPCSA as diagnostic radiographer independent/private practice for 2020-2021.Recommendation – Qualification in ultrasound radiography registered with HPCSA Diagnostic Radiographer - Grade 01 (Experience) None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (01) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa. Diagnostic Radiographer - Grade 02 (Experience) Minimum of ten (10) years’ experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Eleven (11) years’ experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not
required to perform community service, as required in South Africa. Diagnostic Radiographer - Grade 03 (Experience) Minimum of twenty (20) years’ experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Twenty one (21) years’ experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills Training and Competencies Required: Sound knowledge of diagnostic radiography procedures and imaging, including computerized radiography (CR). Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations; safety measures and policies Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Ability to perform and record basic quality assurance tests as per Radiation Control Directorate. Sound communication, interpersonal and problem solving skills.

DUTIES:
Provide high quality diagnostic radiographs to assist with correct diagnosis. Provide a high quality diagnostic service according to patient’s needs, while adhering to safe radiation protection standards. Execute all clinical procedures competently with computed radiography whilst adhering to protocols and practices and techniques. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Participate in a roster system which includes nights, weekends, public holidays and standby duties. Promote Batho Pele principles in the daily execution of duties for effective service delivery. To contribute to overall work process in the diagnostic imaging department. Play an active role in the implementation of quality improvement programmes and National Core Standard and Ideal Hospital.

ENQUIRIES:
Ms W Vilakazi Tel No: (035) 591 0122 EXT136
APPLICATIONS:
All applications to be forwarded to: The Assistant Director: HRM Mosvold District Hospital; Private Bag X 2211; Ingwavuma; 3968
FOR AT TO:\nCLOSING DATE:
27 November 2020

POST 26/311:
OPTOMETRIST GRADE 1 REF NO. OTH CHC 19/2020 (X1 POST)

SALARY:
Grade 1: R317 976 – R361 872 per annum. Other Benefits: 13th Cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE REQUIREMENTS:
Othobothini Community Health Centre (Othobothini Clinic)

DUTIES:
Assess and do refractions and measurement of intra-ocular pressure on patient with visual impairment, Prescripts of spectacles if indicated, Facilitate and co-ordinate quality improvement initiative (Clinical Audits, ongoing medical education etc.), Health education to patients on eye care, Maintain medical records, Provide assistance to Medical; and Nursing staff with management of eye patients, Provide outreach service to PHC
ENQUIRIES : Ms. Z.V. Myeni Tel No: (035) 591 7006
APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE : 27 November 2020

POST 26/312 : CLINICAL TECHNOLOGIST (CRITICAL CARE) REF NO: GS 60/20 (X 1 POST)
(Production Grade 1, 2, 3)
Component – Adult Critical Care

SALARY : R317 976 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
Grade 2: R372 810 per annum Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement.
Grade 3: R 439 164 per annum Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement

CENTRE : Greys Hospital - Intensive Care Unit

REQUIREMENTS : National Diploma Clinical Technology Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Critical Care (Independent practice) Knowledge, Skills, Training and Competency Required Competence in performing required tasks in all the specified areas of Critical Care technology. Work experience as a Clinical Technologist in Critical Care. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees 1 Year relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Experience: Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Experience: Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Provision of a professional clinical technology service in Critical Care at Grey’s Hospital’s Intensive Care Unit, Operating Theatres, Paediatric Intensive Care Unit and Neonatal Intensive Care Unit. Use of technical equipment to determine hemodynamic and physiological function of patients in order that the correct critical care procedures can be performed Assisting medical and nursing staff with technical equipment during
Performance of clinical procedures. Performance of point-of-care clinical tests including, but not limited to, haemoglobin measurement, Blood glucose estimation, arterial blood gas analyses and thromboelastography. Provide and train others in user-level maintenance and provisioning of point-of-care test devices. Technical support of life support apparatus. Administration of acquisition, servicing and logistics of life-support and point-of-care analytical equipment (in conjunction with Health Technology Services) as well as administration of acquisition and logistics of relevant consumable items (in conjunction with Supply Chain Management). Training of staff members in the use and maintenance of life-support and point-of-care analytical equipment. Participation in departmental outreach program, academic activities and research activities. Competence in Basic Life Support. Optimal patient care in critical care, anaesthetics and resuscitation in conjunction with the Operational Manager and Intensivist in Charge.

**ENQUIRIES**: Dr A. Ramkillawan Tel No: (033) 897 3241 or Tel No: (033) 897 3267

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

**FOR ATTENTION**: Mrs. M. Chandulal

**NOTE**:
Directions To Candidates: The following documents must be submitted:
1. Application for employment form (Z83) which is obtainable at any Government Department or website
2. Certified copies of highest educational qualifications and professional registration certificate— not copies of certified copies.
3. Curriculum Vitae and certified ID copy

Failure to comply with the above instructions will disqualify applicants.

The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 60/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.

The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC)).

**CLOSING DATE**: 27 November 2020
ANNEXURE X

PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.

CLOSING DATE: 30 November 2020 at 16h00. Monday
NOTE: Applications must be submitted on Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za/ www.labour.gov.za. Applications must be completed in full, accompanied by certified copies of educational qualifications, identity documents, Valid vehicle driver’s License (where required) 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. NB: You Are Kindly Requested To Complete A, B And C Of The Z83 Form In Full. 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 the SAQA. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons). All General enquiries should be directed to Messrs Mathoma Reuben, Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda @ (015) – 298 7000. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. 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. Note: The contents of this Circular will also be posted on the following websites www.limtreasury.gov.za/ www.limpopo.gov.za and www.dpsa.gov.za

OTHER POSTS

POST 26/313: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (MOPANI DISTRICT) REF NO: LPT/284
Directorate Municipal Finance Governance

SALARY: R733 257 per annum (Level 11) (to be structured according to individual needs)
CENTRE: Head Office – Polokwane
REQUIREMENTS: An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Accounting/Economics/Auditing or
related fields will be an added advantage. A postgraduate degree or registration with professional body will be an added advantage. Three (3) years’ relevant working experience at junior Management level within Financial Management/Accounting. Valid vehicle drivers’ license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Employment. Change Management. Honesty and Integrity. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource. Knowledge and sound understanding of HR practices. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem – solving skills and innovative capabilities. People Management skills. Results – driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision drive and strong leadership.

DUTIES: Monitor and support municipalities on compliance with SCM regulation and other legislative reforms. Perform audits or reviews on SCM compliance, effectiveness of internal audit, risk management and other MFMA compliance matters in line with guiding tools. Participate in IGR structures. Monitor and support municipalities in implementation of mSCOA project. Participate in tabled budget and mid –year engagement sessions. Monitor systems, policies, procedures and processes relating to Supply Chain Management, Internal Audit and Risk Management. Provide feedback on MFM status to National Treasury and other stakeholders.

ENQUIRIES: Ms Conny Kgadima Tel No: (015) 298 7000
APPLICATIONS: May be submitted electronically via email to lpt284@treasury.limpopo.gov.za Should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 Or Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.

POST 26/314: DEPUTY DIRECTOR: MUNICIPAL FINANCE GOVERNANCE (VHEMBE DISTRICT) REF NO: LPT/298
Directorate Municipal Finance Governance

SALARY: R733 257 per annum. (Level 11) (To be structured according to individual needs)

CENTRE: Head Office – Polokwane

REQUIREMENTS: An undergraduate qualification (NQF Level 6) as recognized by SAQA. Qualification in Financial Management/Accounting/Economics/Auditing or related fields will be an added advantage. A postgraduate degree or registration with professional body will be an added advantage. Three (3) years’ relevant working experience at junior Management level within Financial Management/Accounting. Valid vehicle drivers’ license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Employment. Change Management. Honesty and Integrity. Knowledge And Skills: Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource. Knowledge and sound understanding of HR practices. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Risk Management Policies and practices. Problem – solving skills and innovative capabilities. People Management skills. Results – driven and service-orientated. The ability to liaise with internal and external

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stakeholders and network widely. Exceptional ability to apply innovative thought, vision drive and strong leadership.

**DUTIES**

Monitor and support municipalities on compliance with SCM regulation and other legislative reforms. Perform audits or reviews on SCM compliance, effectiveness of internal audit, risk management and other MFMA compliance matters in line with guiding tools. Participate in IGR structures. Monitor and support municipalities in implementation of mSCOA project. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to Supply Chain Management, Internal Audit and Risk Management. Provide feedback on MFM status to National Treasury and other stakeholders.

**ENQUIRIES**

Ms Conny Kgadima Tel No: (015) 298 7000

**APPLICATIONS**

May be submitted electronically via email to lpt298@treasury.limpopo.gov.za Should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 Or Hand delivered to: Ismini Towers Building, Office No. GO02 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: Please forward the applications for the post quoting the relevant reference number to: The Senior Manager, Human Resources Management, Private Bag X5016, Kimberley, 8300 Or hand deliver: JW Sauer Building, Office of the Premier, Ground Floor (Security)

FOR ATTENTION: Ms. R. Booysen
CLOSING DATE: 27 November 2020
NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed applications will be accepted. All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful.

OTHER POSTS

POST 26/315: MANAGER: RISK MANAGEMENT REF NO: M/RM/2020

SALARY: R733 257 – R863 748 per annum
CENTRE: Kimberley
REQUIREMENTS: An appropriate three year degree or National Diploma with Risk Management or Internal Auditing as a major subject. Membership of the Institute of Public Finance and Auditing recognised professional body will serve as an added advantage. Minimum of 3-5 years on a junior management level. Competencies: The ability to manage conflict situations effectively; Good leadership and managerial skills; organizational skills; financial management; formal presentation skills, good communication skills and report writing; Policy development skills and computer literacy.

DUTIES: The successful candidate will be responsible for the following: Develop the institutions risk profile; Develop, maintain, communicate and monitor the implementation of the institutions risk management framework, incorporating, inter alia, the following; Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, Risk Identification and Assessment Methodology; Risk appetite and tolerance; and Risk Classification; Facilitate risk identification and assessments, and development of response strategies, and monitor the implementation of the response strategies; Manage education, training and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the Department; Collate, aggregate, interpret and analyse the result of risk assessments to extract risk intelligence; Report risk intelligence to the Accounting Officer, Management and the Risk Assessment Committee; Collaborate with the shared Internal Audit Services, management and the Auditor-General to develop the combined assurance plan of the Office of the Premier.

ENQUIRIES: Ms. Z. Langeveldt Tel No: (053) 838 2950

POST 26/316: ASSISTANT MANAGER: LABOUR RELATIONS REF NO: AM/LR/2020

SALARY: R376 596 – R443 601 per annum
CENTRE: Kimberley
REQUIREMENTS: Applicants must be in possession of a Diploma or Degree in Labour Law or Labour Relations or Human Resources Management coupled with 3-5 years’ experience in Labour Relations. Thorough knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act. Competencies: The following key competencies will serve as a strong recommendation: Thorough Knowledge of Labour Law/Labour Relations relating to the Public Service; Knowledge of the Persal System; Ability to communicate ideas and issues in a tactful, influential manner, verbally, in writing, formally and informally; Knowledge and ability to interpret directives and guidelines on labour relations; Research Skills; Negotiation Skills; Problem-solving skills; Computer skills; Analytical and influencing skills; Organising and management/ supervisory skills.

DUTIES: The successful candidate will facilitate and co-ordinate formal and informal disciplinary procedures, conducting investigations into misconduct and facilitate the resolution of grievances and disputes in line with the resolutions applicable in the public service; Manage and ensure collective bargaining forums/structures are in place; Preside over disciplinary cases; Conduct training and information sharing on Labour Relations matters; Assist and support development and drafting of Labour Relations Policies; Maintain a database of all cases in the Office of the Premier; Support Provincial Departments on matters pertaining to employment relations; Manage strikes and industrial action. Supervise staff members.

ENQUIRIES: Ms. T. Swartz Tel No: (053) 838 2455
ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

APPLICATIONS
Please email your applications quoting the reference number to OOPRecruitment@nwpg.gov.za.

CLOSING DATE
04 December 2020

NOTE
The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

ERRATUM: DEPARTMENT OF HEALTH AND NORTH WEST PROVINCIAL ADMINISTRATION: Kindly note that the following post of Head of Department: North West Health with Ref No: Health 01/01/20 was advertised in Public Service Vacancy Circular 25 dated 30 October 2020, The Requirements have been amended as follows: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8), preferably in the Medical/Health Science Fields as recognized by SAQA. The closing date has been extended to 27 November 2020.

OTHER POST

POST 26/317
PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NWP/OOP/2020/04
Purpose: To provide holistic nursing care to patients in a cost effective, efficient and equitable manner.

SALARY
R256 905 – R485 475 per annum (Salary and grade based on appropriate/Recognizable experience after registration with SANC as a Professional Nurse)

CENTRE
Mmabatho

REQUIREMENTS
Diploma and/ or bachelor’s degree in nursing. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. 3 years or more appropriate/recognizable experience after registration with South African Nursing Council (SANC) as a Professional Nurse. Experience as Professional Nurse in corporate / workplace environment will serve as an added advantage.

DUTIES
Develop and implement a comprehensive workplace nursing care plan/program for the promotion of good health, self-care, treatment and rehabilitation of employees. Implementation and ensuring compliance on Health and Productivity management policy under duties of the professional nurse. Administer basic treatment plan of common or minor primary health conditions in accordance with prescribed norms and standards, guidelines and where possible treat conditions as prescribed. Screen health problems and diseases in accordance with prescribed
norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user’s belief. Maintain a plan to improve the quality of nursing and health care provided to the employees. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care to the employees. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Perform or carry out interventions ranging from personal care with active involvement of employees and other stakeholders. Develop and document interventions and progress of employees to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Identify health indicators and risk factors and conduct client satisfaction surveys. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of employees as patients regarding health care. Participate in the implementation of patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. Dissemination of information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Participate in health promotion and illness prevention initiatives. Implement nursing interventions to achieve expected outcomes. Produce weekly/monthly/quarterly/ad hoc reports to the supervisor. Supervision of others where applicable. Ordering of stock and the required equipment. Report maintenance of equipment.

ENQUIRIES

Ms M. M Nkoana Tel No: (018) 388-4122
ANNEXURE AA

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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 : 30 November 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 26/318 : AGRICULTURAL TRAINING OFFICER/LECTURER: AGRICULTURAL SKILLS DEVELOPMENT REF NO: AGR 58/2020

SALARY : R316 791 per annum (Level 08)

CENTRE : Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years appropriate experience. Competencies: Proven knowledge of the subject field; Communication (written and verbal) skills; Leadership, planning and organising skills; Presentation skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Facilitate change and transformation.

ENQUIRIES : Dr H Swatson at Tel No: (021) 808 7722

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE : 30 November 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

<table>
<thead>
<tr>
<th>POST 26/319</th>
<th>DIRECTOR: MUSEUM, HERITAGE AND GEOGRAPHICAL NAMES</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R1 057 326 per annum (Level 13) (All-inclusive salary package). 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.</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Cultural Affairs and Sport, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Relevant NQF 8 qualification; 5 years management experience; Valid code 8 driver's license, or reliable transport for persons with disabilities; The successful completion of the Senior Management Pre-entry Programme Recommendation: Post graduate qualification in a relevant discipline; Knowledge of museums, heritage resources management practiced and principles that are applicable; Extensive knowledge of legislations that administer the arts, culture and heritage sector; Experience in managing budget and raise funds; Extensive stakeholder management, leadership and involvement; Experience of leading multi discipline tasks; and Ability to write high level reports and conduct verbal presentations to stakeholders, including oversight committees. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Knowledge of applicable legislation.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide effective and efficient leadership, oversight and strategic management to the museum service and affiliated museums in the Western Cape; Provide leadership to Heritage Western Cape to identify, protect, manage and promote the heritage resources of the Western Cape; Support the statutory bodies (HWC and Western Cape Provincial Geographical Names Committee) in order to implement their legislative mandate and promote the vision of the Department of Cultural Affairs and Sport; Support the heritage resources management in order to ensure that it provides necessary support to Heritage Western Cape and development of nomination dossiers for the proposed World Heritage sites in the Western Cape; and Participate to strategic, legislative, policy, governance and other transversal initiatives of the Chief Directorate and department.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Guy Redman Tel No: (021) 483 9508</td>
</tr>
</tbody>
</table>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

| 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 | 30 November 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 26/320  :  DEPUTY DIRECTOR: GREEN ECONOMY (ENERGY) REF NO: DEDAT 20/2020

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

CENTRE  :  Economic Development and Tourism, Western Cape Government

REQUIREMENTS  :  An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Chemical, Mechanical, Electrical or other Engineering, Finance, Economics, Sustainability or Environmental Science; A minimum of years 3 management level experience; A minimum of 5 years project management experience. Recommendation: Relevant post-graduate academic qualification in energy or related field; Proven experience in Economic Development and Energy and/or green technologies sector; Theme based experience. Competencies: Applied Strategic Thinking, Creative Thinking, Decision making, Computer Literacy, Problem-solving, Communication (written, verbal and public) skills; Applying Expertise and Technology; Analysing, Learning and Researching, Creating and Innovating, Formulating Strategies and Concepts, Planning and Organising, Adapting and Responding to change, Coping with Pressures and Setbacks; Impact & Influence and networking; Organisation, Communication & Effectiveness; Self-management; Team membership; Continuous improvement; Diversity Management.

DUTIES  :  Develop, co-ordinate and manage strategies relevant to the Green Economy sub-directorate; Develop, coordinate and implement Unit’s projects and programmes aligned to the overall Energy Strategy; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate’s responsibility; Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives; Plan the sub-directorate’s budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES  :  Ms Moyra Dick at Tel No: (021) 483 9227 or 083 749 5518

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.

ERRATUM: Kindly note the post of Manager: Medical Services Grade 1 (X2 Posts) Centre: Harry Comay Hospital (X1 Post) and Mossel Bay Hospital (X1 Post): Ref No: post 25/371: Competencies: Knowledge/skills: Proven experience in clinical management of Tuberculosis (only at Harry Comay Hospital). Closing date have been amended to 20 November 2020. Apologies for the inconvenience, please respond at your earliest time.
## OTHER POSTS

### POST 26/321: PRIMARY HEALTH CARE MANAGER

- **Cape Winelands Health District**

#### SALARY
- R869 007 per annum (A portion of the package can be structured according to the individual's personal needs).

#### CENTRE
- Breede Valley Sub-district

#### REQUIREMENTS
- Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows Registration with the Health Professional Council (HPCSA) and/or Nursing Council of South Africa and/or South African Pharmacy Council (SAPC). Experience: Appropriate/recognisable experience in District Heath Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to attend to community needs after-hours.

#### DUTIES
- Overall management of the PHC component of the Sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with Community Based Services in the Sub-district. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

#### ENQUIRIES
- Dr D Theron Tel No: (023) 348-1301

#### 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. A Competency assessment will form part of the selection process.

#### CLOSING DATE
- 27 November 2020

### POST 26/322: Registrar (Medical Genetics)

- **Tygerberg Hospital, Parow Valley**

#### SALARY
- R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)

#### CENTRE
- Tygerberg Hospital, Parow Valley

#### REQUIREMENTS
- Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: None after registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape. Computer literacy. Leadership, interpersonal and organisational skills. Strong ethical principles and relevant clinical and counselling skills.

#### DUTIES
- Conduct medical genetic research study towards the MMed in medical genetics, with the option of clinical or laboratory-based topics. Other clinical duties include risk assessment and genetic counselling for patients at increased risk of genetic disorders e.g. family members, as well as involvement in genetic and genomic test selection, interpretation and laboratory liaison. Participation in clinical administration, audit and other tasks to optimise patient care. Participation in outreach and support programmes related to medical genetics. Participation in the academic program of the Clinical unit of Medical Genetics and Genetic Counselling, and involvement in teaching of undergraduate and post-graduate
students, and other health care personnel. Patient management (medical care and genetic counselling) for patients with genetic and congenital disorders. Services are provided for in-patients and out-patients in prenatal, paediatric and adult settings.

ENQUIRIES: Prof M Urban, email (preferred) urban@sun.ac.za, Tel No: (021)938-9806; or Prof S Moosa, email (preferred) shahidamoosa@sun.ac.za, Tel No: (021)938-9124

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: 27 November 2020

POST 26/323: OPERATIONAL MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY)

SALARY: R562 800 per annum (PN-B3)

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Ophthalmology nursing after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Ophthalmology Nursing Science and knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

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

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071

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

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

CLOSING DATE: 27 November 2020

POST 26/324: OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION UNIT)

Chief Directorate: Rural Health Services

SALARY: R562 800 per annum (PN-B3)

CENTRE: Paarl Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with a duration of at least 1-year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver’s license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making, conflict resolution and technical (including computer literacy (MS Word, Excel, PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), financial policies and practices. Knowledge of Functional Business Units (FBU’s).

DUTIES: Plan, lead, organise, coordinate, and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance- and other, directives. Ensure the delivery of quality nursing care within the set standards of a professional/legal framework. Coordinate the provision, and active participation in, of effective training and research to maintain and ensure SANC achievement of CPD, self-development, professional growth and ethical standards. Provide active support to nursing- and hospital management in leading change.

ENQUIRIES: Ms H Louw Tel No: (021) 860-2839
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: 27 November 2020
POST 26/325: OPERATIONAL MANAGER NURSING (SPECIALTY: SPECIALISED UNIT: TRAUMA AND EMERGENCY, THEATRE AND MATERNITY) Garden Route District

SALARY: R562 800 per annum (PN-B3) (Plus non pensionable rural allowance of 8% of your annual basic salary)
CENTRE: Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Perform after-hour and weekend standby duties for the hospital. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge in the use of clinical equipment and control of budget levels. Conflict management, administration, people management, financial management and procurement administration,
disciplinary processes, problem solving and decision-making skills. In-depth knowledge and understanding of nursing, legal and ethical legislation, Acts, hospital procedures and policies related to nursing practices, health care, National Core Standards, Ideal Hospital Assessment and the Public service. Knowledge and experience in administration, people management, financial management and procurement administration. Ability to work under pressure and in a multi-disciplinary team context. Basic computer literacy (MS Word, Excel and PowerPoint). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Responsible for the efficient and effective management, support and coordination of quality nursing service delivery in the Emergency Unit, Theatre complex and Maternity unit. It will be expected of the OPM to support, guide, lead and work in the Trauma and Emergency unit as and when is needed. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant departments. Manage and support education, in-service training, orientation and practice development initiatives. Optimal management of material and financial resources. Coordinate training, orientation, development of initiatives and research as well as support infrastructure change, project management and change management. Manage human resources, including staff performance, people development and disciplinary processes. Effective management of information to enhance service delivery. Quality Improvement. Provide support to nursing services. Infrastructure change, project management and change management skills. Support and relief the Nursing Service Manager and other Operational Managers.

**ENQUIRIES**

Mr P Moolman Tel No: (028) 713 8643

**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**

27 November 2020

**POST 26/326**

OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: ORTHOPAEDICS)
Groote Schuur Hospital

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Groote Schuur Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedics Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES**

Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-
ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 November 2020

POST 26/327: OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PAEDIATRICS/CHILD NURSING)
Groote Schuur Hospital

SALARY: R562 800 per annum (PN-B3)
CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge in Paediatrics/Child Nursing Science, Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook.

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

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 November 2020

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POST 26/328: OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: NEONATICS ICU)
Groote Schuur Hospital

SALARY: R562 800 per annum (PN-B3)
CENTRE: Groote Schuur Hospital
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputizing for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

DUTIES:
Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES:
Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS:
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE:
No payment of any kind is required when applying for this post.
CLOSING DATE:
27 November 2020

POST 26/329: CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL NURSE TRAINING UNIT)
Red Cross War Memorial Childrens Hospital

SALARY: R444 276 per annum (PN-A5)
CENTRE: Red Cross War Memorial Childrens Hospital
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: May be required to work shifts and public holidays, provide after hour cover for hospital, and assist in departments. Willingness to assist accredited Training schools with external practical examination assessment of students as required. Valid (Code B/EB)
driver’s license. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (Word, Excel, PowerPoint). Appropriate recognisable experience in nursing training. Ability to facilitate training, critical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the national Qualifications Framework; Skills Development Act; Department of health training policies and procedures i.e. Study by Assignment; community, Problem and Outcomes Based Education. Excellent communicate in at least two of the three official languages of the Western Cape.

DUTIES: Management of the Clinical Training Unit – effective supervision and leadership Strategic and annual operational planning; implement advance technology (Multi-media training modules). Ensure the unit meet the regulatory SANC accreditation and office of Health Standards Compliance for training. Clinical Training program coordination - Facilitate informal and formal nurse education and in-service training; induction and orientation; manage basic and post basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher education Institutions regarding student matters. Provide professional, technical and educational support for the maintenance of quality child care through proper management of nursing care programmes. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality Assurance – Skills audits, training impact analysis, nursing education surveys and research; information management; Monitor and evaluate training programs, service quality, standard operating procedures and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution. Manage the Nursing division on day or night duty, when required.

ENQUIRIES: Ms M Franken Tel No: (021) 658-5187
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: 27 November 2020
POST 26/330: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL FEMALE WARD)
Chief Directorate: Metro Health Services

SALARY: R444 276 per annum
CENTRE: Khayelitsha District Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Computer literate (Word, Outlook, Excel and Power point). Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape. Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES: Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and
objectives of the nursing division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion, illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES: Ms G. Mashaba Tel No: (021) 360-4511/4408
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post. Candidates may be subjected to a competency/practical test.
CLOSING DATE: 27 November 2020
POST 26/331: OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (OPD)

SALARY: R444 276 per annum (PN-A5)
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

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

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 November 2020
POST 26/332: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)
Garden Route District

SALARY: Grade1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
CENTRE: Knysna/Bitou Sub-district
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a
Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2020. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid Code B/EB driver’s license. Willingness to work overtime. Competencies (knowledge/skills): Computer literate. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.

**DUTIES**: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.

**ENQUIRIES**: Ms L Ziervogel Tel No: (044) 302-8200

**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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**CLOSING DATE**: 27 November 2020

**POST 26/333**: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 PRIMARY HEALTH CARE (X2 POSTS)
Groote Schuur Hospital

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

**CENTRE**: Groote Schuur Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year Diploma 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. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A
minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate recognisable experience after obtaining the 1-year post basic qualification as mentioned above. Inherent requirements of the job: Willingness to work overtime when necessary. Ability to assess, manage and ensure safe disposal of patients in an Emergency Centre. Ability to assess and manage simple wounds and insert sutures. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within the Public Service.

**DUTIES**

For unscheduled, walk in-patients presenting to Groote Schuur Emergency Centre: Assess, manage and safely discharge/refer patients and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Cost-effective provision of patient care. Link with the community structures and NPO’s. Collect data and submit reports. Participate in FBU meetings on a monthly basis.

**ENQUIRIES**

Mr A Mohamed Tel No: (021) 404-2071

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

27 November 2020

**POST 26/334**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)

Chief Directorate: Metro Health Services

**SALARY**

Grade 1: R383 226 per annum (PN-B1)

Grade 2: R471 333 per annum (PN-B2)

**CENTRE**

Eerste River Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge and insight related to training and development of nurses and students. Sound knowledge and understanding of the Mental Health Care Act, Nursing and health service-related Acts, Legislation and Policies. Ability to promote quality patient care through setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution, presentation skills and must have basic computer literacy.

**DUTIES**

Supervise staff to ensure well-functioning, optimal, holistic, specialised psychiatric Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental health. Effective management and utilization of human, financial and material resources. Initiate and participate in in-service training and orientation of staff and participate in research within the Nursing department to improve care in
the psychiatric department. Provision and rendering of effective and efficient quality mental health care at facility. Monitoring and management of therapeutic groups in the ward and ensuring that MHCA Forms are filled correctly and followed up. Provide support and willingness to relieve Operational Manager when the need arises.

ENQUIRIES : Ms MM Luphondo Tel No: (021) 902-8010/8057
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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). No payment of any kind is required when applying for this post.

CLOSING DATE : 27 November 2020
POST 26/335 : ASSISTANT DIRECTOR: HEALTH SUPPORT (EMS INSPECTORATE)
(Head Office, Cape Town)

SALARY : R376 596 per annum
CENTRE : Directorate: Inspectorate (Professional Support Services)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Health-Related National Diploma/Degree that is registrable with the Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in an emergency medical service environment and appropriate exposure to the management of an emergency medical service. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Ambulance Service and Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance / emergency medical services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to ambulance services and infrastructure design i.e. Ambulance Act 3 of 2010, PN 180, Emergency Services Regulations, Office of Health Standards of Compliance. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Conduct ambulance service inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – Ambulance Act 3 of 2010, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise ambulance services on technical, clinical and operational aspects relating to corrective steps where services do not conform to governing legislation. Offer support to the licencing process of Ambulance Services in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial
management, the levying and collection of fees in terms of applicable legislation.

ENQUIRIES: Ms K Jacobs Tel No: (021) 483-3303
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: 27 November 2020

POST 26/336: ASSISTANT DIRECTOR: EPIDEMIOLOGY AND DISEASE SURVEILLANCE
(Head Office, Cape Town)

SALARY: R376 596 per annum
CENTRE: Directorate Health Impact Assessment (based at Norton Rose House, 8 Riebeek Street, Cape Town)
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree in health sciences, social sciences, public health or equivalent. Experience: Appropriate experience analysing and reporting on large routine health services datasets. Inherent requirements of the job: Ability to work overtime / irregular hours. Valid Code B/EB driver’s license. Ability to travel to the districts and nationally if required. Competencies (knowledge/skills): Leadership, managerial, organisational, strategic, operational and contingency planning skills. Decision-making and problem-solving skills. Knowledge of health services for HIV, TB, NCDs, maternal and child health conditions and related diseases. Ability to design and conduct epidemiologic and surveillance analyses using routine data. Excellent computer literacy skills, including high level skills in MS Excel and a statistical package such as Stata or R and ability to understand SQL code.


ENQUIRIES: Ms E Morden Tel No: (021) 483-0863
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: 27 November 2020

POST 26/337: ASSISTANT DIRECTOR: FINANCE
Overberg District

SALARY: R376 596 per annum
CENTRE: Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: A valid Code B/EB driver’s license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognize and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.

DUTIES: Strategic and Operational Management of Finance and Supply Chain Management. Strategic and operational Management of Revenue and
Patient administration and Operational Case Management Services. Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management. Ensure effective Revenue Management. Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure effective management of the Human Resources within the component.

**ENQUIRIES:**
Mr AP Niekerk Tel No: (028) 214-5800

**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:**
27 November 2020

**POST 26/338:**
**CASE MANAGER**
Garden Route District

**SALARY:**
R316 791 per annum

**CENTRE:**
Riversdale Hospital, Hessequa Sub-district

**REQUIREMENTS:**
Minimum educational qualification: A health-related qualification registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment and Revenue Generation. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Management Healthcare or Hospital Information Systems and EDI (Electronic Data Interchange). Ability to link patient diagnoses with procedure codes and to analyse and implement policies in respect of UPFS, ICD 10 codes, diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Sound communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality in two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, Outlook, SharePoint and Clinicom).

**DUTIES:**
Perform Case Management functions, i.e. assisting with authorisations, concurrent, retrospective review, discharge planning and liaison with various role players and third parties to monitor utilisation. Assist with the assignment of ICD-10 codes when required and identification of PMB conditions. Manage and implement Case Management policies, protocols and procedures in the Hospital, including the necessary on-site skills development and training of all relevant role players. Conduct clinical audits of patient accounts inclusive of medical aids, state departments, RAF and COIDA to ensure accuracy of invoices with regard to ICD-10 codes, UPFS procedure codes and resource utilisation and to provide support in terms of Hospital account queries and assist with the follow up of outstanding medical scheme and state department balances (Medikredit EDI Reports), account queries and provide quotations to H2, H3 and foreign patients. Supervision of admission staff.

**ENQUIRIES:**
Mr H Crous Tel No: (028) 713-8642

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

**NOTE:**
No payment of any kind is required when applying for this post. This post does not form part of any Occupational Specific Dispensation.

**CLOSING DATE:**
27 November 2020

**POST 26/339:**
**SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT**
Overberg District

**SALARY:**
R316 791 per annum

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

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

ENQUIRIES: Ms J Honeyball Tel No: (028) 214-5855
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 : 27 November 2020

POST 26/341 : ADMINISTRATION OFFICER: INFORMATION MANAGEMENT
Central Karoo District

SALARY : R257 508 per annum
CENTRE : Beaufort West Hospital

DUTIES : Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder’s, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). Responsible for and supervise information management staff.

ENQUIRIES : Ms. B Goliath Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE : 27 November 2020

POST 26/342 : ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Chief Directorate: Metro Health Services

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders, move heavy items and work at heights. Competencies (knowledge/skills): Appropriate experience in the electrical field, general repairs and preventative maintenance. Be conversant /knowledgeable about the works of a diesel driven electrical generator and its Distribution Board. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skillfully and safely. Experience in supervising subordinates.

DUTIES : Maintenance and repair of all electrical repairs at Khayelitsha District Hospital under the supervision of the Chief Artisan. Maintain and repair
electrical installations and equipment at the institution. Assist with and oversee general mechanical repairs and maintenance. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Chief Artisan with reasonable adhoc duties. Responsible for managing outsourced contractors and service level agreements via IPC procurement process.

ENQUIRIES: Mr L Petersen Tel No: (021) 360-4705
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: 27 November 2020

POST 26/343

ARTISAN PRODUCTION GRADE A TO C (PAINTING)
Engineering and Technical Support Services (Metro West, Zwaanswyk)

SALARY
Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE: Head Office, Cape Town Directorate

REQUIREMENTS
Minimum educational qualification: Appropriate Trade Test Certificate.
Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver’s licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES

ENQUIRIES: Mr B Lesch Tel No: (021) 715 5921
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: 27 November 2020

POST 26/344

ADMINISTRATIVE CLERK: FINANCE/ADMIN
Chief Directorate: Metro Health Services

SALARY: R173 703 per annum

CENTRE: Metro TB Hospital Complex

REQUIREMENTS
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy 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 in Financial Management, specifically focused on Creditor, Debtor Management and Asset & Liability Accounting. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge of the PFMA, Accounting Officer’s System and Financial Prescripts and Instructions. Must have Analytical, Accounting and Numeracy Skills. Must have the ability to effectively. Communicate in at least two of the three official Languages of the Western Cape. Must be Computer literate in MS Office, Outlook, Word and Excel. Must have good Interpersonal skills.

DUTIES: Expenditure Management by processing BAS and Logis Payments for Goods, Services, Leases and Rental Contracts, management of Creditor’s Accounts and Remittance of Payments. Management of Asset
ENQUIRIES : Mr. X Damini Tel No: (021) 508-7410
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 : 27 November 2020

POST 26/345 : ADMINISTRATION CLERK: INFORMATION MANAGEMENT
(Central Karoo District)

SALARY : R173 703 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/Ideal Clinic/CLINICOM/Sinjani/ Tier.net). Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context.

DUTIES : (key result areas/outputs): 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.

ENQUIRIES : Ms B Goliath Tel No: (023) 414-8200
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 : 27 November 2020

POST 26/346 : HANDYMAN
(Central Karoo District)

SALARY : R145 281 per annum
CENTRE : Nelspoort Hospital
REQUIREMENTS : Minimum requirements: Basic literacy and numerical skills. Experience: Appropriate Handyman experience. Inherent requirement of the job: Valid (Code 10) drivers’ license. Willingness to do standby duties. Ability to do hard physical work. Willingness to travel and work overtime. Competencies (knowledge/skills): Good interpersonal skills. Basic reading and writing skills. Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment, tools and machinery.

DUTIES : Perform as a Handyman in the execution of their respective duties. Perform various basic maintenance duties in the workshop, wards and the grounds. Undertake a variety of the other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance functions effectively. Assist with the checking of maintenance and repairs of all equipment and furniture. Assist with sewer and electrical maintenance.
ENQUIRIES: Ms SC James Tel No: (023) 416-1600
APPLICATIONS: Please submit your application for the attention of Ms S Pienaar to the District Manager, Garden Route District Office, P/Bag X6592, George, 6529.
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 November 2020
POST 26/347: LABORATORY ASSISTANT
Forensic Pathology Service, Forensic Medicine and Toxicology
SALARY: R145 281 per annum
CENTRE: University of Cape Town
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Pathology and or Forensic Laboratory. Inherent requirements of the job Valid (Code B/EB) drivers’ license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Above average proven computer and software literacy. Ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure. Good interpersonal relationships, accountability and working both individually and in a team.
DUTIES: Perform routine cleaning services in the Histopathology Laboratory and Toxicology Laboratory, including glassware, work bench tops and other laboratory duties and handling of laboratory chemicals and biological specimens. Responsible for the handling of medicolegal histology specimens/delivery of other specimen’s to respective laboratories. Maintain chain of custody and writing affidavits and support in routine monitoring of laboratory equipment. Responsible for handling of laboratory hazardous waste/disposal. Perform administrative and driving duties and assist with moving of laboratory equipment and ability to understand and apply the correct Standard Operating Procedures.
ENQUIRIES: Ms M Perrins Tel No: (021) 650-5872/ (021) 406-6001
APPLICATIONS: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION: Mr B Wepener
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 November 2020
POST 26/348: STERILISATION OPERATOR PRODUCTION (CSSD)
Chief Directorate: Metro Health Services
SALARY: R122 595 per annum
CENTRE: New Somerset Hospital
REQUIREMENTS: Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a co-operative way within a team context with good interpersonal skills. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen.
DUTIES: Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques, incl. decontamination, packing and sterilisation of instruments, linen and supplies. Promote/adhere to infection control as well as health and safety regulations. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Cost effective utilisation of resources and maintain equipment in optimum working condition. Monitor, control and maintain adequate stock levels, assist and report with investigation of
lost instruments / equipment. Support to the supervisor and team members.

**ENQUIRIES**
Ms S Basardien Tel No: (021) 402-6430

**APPLICATIONS**
Please submit your application for the attention of Mr. M Samodien to the
Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.

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

**CLOSING DATE**
27 November 2020

**POST 26/349**
CLEANER
Chief Directorate: Metro Health Services

**SALARY**
R102 534 per annum

**CENTRE**
Hout Bay CDC

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy skills. Competencies
(knowledge/skills): Good interpersonal skills. Knowledge of the correct
methods of handling and disposal of refuse /waste products and
adherence to policy and cleaning practices. Excellent communication
Skills (verbal and written) in at least two of the three official languages in
the Western Cape.

**DUTIES**
General cleaning and maintenance (sweeping, scrubbing, refuse removal,
dusting, mopping, polishing, cleaning hospital grounds, cleaning of
windows and walls. Effective and efficient utilisation and storage of
cleaning material and equipment. Adhering to safety precautions and
ensure adherence to occupational health and safety policies. Maintaining
of a high standard of neatness and hygiene in the facility. Optimal support
to Facility manager and colleagues.

**ENQUIRIES**
Ms T Ahjam Tel No: (021) 790-1050

**APPLICATIONS**
Please submit your application for the attention of Mr. F. Le Roux, to The
Director: Metro Health Services, Southern/Western sub structure, 60
White Road, Retreat, 7965 or P.O. Box 30360, Tokai, 7966

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

**CLOSING DATE**
27 November 2020

**POST 26/350**
HOUSEHOLD AID
Cape Winelands Health District

**SALARY**
R102 534 per annum

**CENTRE**
Cape Winelands TB Centre

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy. Inherent requirement
of the job: Willingness to work weekends, overtime, public holidays and
night duty. Competencies (knowledge/skills): Basic knowledge of cleaning
and the use of cleaning of equipment. Ability to communicate in at least
two of the three official languages of the Western Cape.

**DUTIES**
Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste
handling) and maintenance of general neatness and hygiene of the wards
on a daily basis. Responsible for general cleanliness of wards and
adherence to OHS and IPC policies. Perform food service duties
according to HACCP principles and food service unit policies. Render
assistance to the supervisor with regards to general housekeeping duties
such as control of cleaning and household equipment and upkeep of linen.

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

**APPLICATIONS**
Please submit your application for the attention of Ms. J. B Salie to the
Director, Cape Winelands District Office, Private Bag X3079, Worcester,
6849.

**NOTE**
No payment of any kind is required when applying for this post. Shortlisted
Candidates may be subjected to a practical test.

**CLOSING DATE**
27 November 2020

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POST 26/351: HOUSEHOLD AID
Chief Directorate: Rural Health Services

SALARY: R102 534 per annum
CENTRE: Paarl Hospital

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy skills. Inherent requirement of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and rotate to other departments in the hospital. Experience: Appropriate cleaning experience in a hospital environment. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of infection control and safety procedures of a hospital environment.

DUTIES: Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues.

ENQUIRIES: Ms HM Louw Tel No: (021) 860-2839
APPLICATIONS: The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

FOR ATTENTION: Mr KN Cornelissen
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE: 27 November 2020

POST 26/352: CLEANER
Overberg District

SALARY: R102 534 per annum
CENTRE: Swellendam CDC

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES: General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.

ENQUIRIES: Ms GJ van der Westhuizen Tel No: (028) 514 8400
APPLICATIONS: The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.

FOR ATTENTION: Ms A Kriel
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 November 2020

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 30 November 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 26/353 : TECHNICAL COMPLAINTS MANAGER: RENTAL HOUSING TRIBUNAL REF NO: HS 34/2020

SALARY : R376 596 per annum (Level 09)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years’ experience in a rental housing tribunal/court/legal working environment; A valid driving licence.
Recommendation: Qualification in Law. Competencies: Knowledge of the following: The Rental Housing Act 2001; Prevention of Illegal Evictions from Unlawful Occupations of Land Act, 1998; Public service procedures and property management and maintenance from a rental perspective; Conflict management and mediation; Public Service policies and procedures; Labour Relations policies and procedures; Human resources management systems; The Public Finance Management Act (PFMA); National Treasury Regulations and Provincial Instructions. Skills needed: Legal interpretation; Research and report writing; Conceptual formulation, networking and Numeric; Communication (written and verbal); Planning and organising; People Management. Computer literacy (MS office package).

DUTIES : Manage technical cases and ensure 90 days compliance; Assign and investigate cases, Oversee and ensure serving of interdicts; Provide technical support to the Clerk of the Court (Rental Housing Tribunal Support); Ensure timeous serving of subpoenas; Oversee proper arrangements of ad-hoc hearing venues; Engage with stakeholders in terms of interdicts e.g. SAPS, CDW, Municipality, Landlords and Agents; Human Resource Management and; Mentor and coach team members; Manage the discipline and workload of team members; Financial Management.

ENQUIRIES : Mr N.G Vaveki Tel No: (021) 483 6495

POST 26/354 : CHIEF WORKS INSPECTOR ELECTRICAL: WORKS INSPECTORATE REF NO: HS 32/2020

SALARY : R316 791 per annum (Level 08)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years’ appropriate experience in an electrical working environment; A valid (code B or higher) driving license.
Competencies: Knowledge of the following: National Housing Code, Construction Industries, Development Board (CIDB), and the National Electrical Regulations; Procurement and tendering processes; Occupational Health and Safety Act, 1993 OCHSA); SANS 10142-1 electrical regulations; Electrical practices and interpretation of drawings and plans; Contract and Project Management; Technical computer-based programmes; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions; Proven written and verbal
communication skills; Proven computer literacy skills; Proven report-writing skills; Proven project management skills; Proven implementation and monitoring skills; Ability to draft complex technical submissions/memorandums/reports; Ability to interpret relevant legislation, policies, regulations, guidelines, standards, procedures and best practices; Ability to forge sustainable relationships and utilise resources effectively and economically to achieve key deliverables; Proven planning, organising and record keeping skills.

**DUTIES**

Monitoring electrical installations on all housing projects; Evaluate electrical drawings and specifications for houses and other housing related structures and compile assessment reports; Electrical maintenance of housing assets.

**ENQUIRIES**

Mr A Adams at Tel No: (021) 483 8784

**DEPARTMENT OF LOCAL GOVERNMENT**

**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**

30 November 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 26/355**

**ASSISTANT DIRECTOR (INTERGOVERNMENTAL RELATIONS): SERVICE DELIVERY INTEGRATION**

**REF NO:** LG 20/2020

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Local Government, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience in an intergovernmental relations/stakeholder management environment. Recommendation: Working knowledge of the Intergovernmental Relations Framework Act (IGR Framework Act); Experience of Project Management, Strategic Management, Financial management as well as aspects of Supply Chain Management such as procurement and asset management; Experience in IT and related aspects. Competencies: Knowledge of the following: Legislation and policy frameworks applicable to local government; Constitutional and institutional and developmental circumstances of municipalities in the Western Cape; National intergovernmental legislation; Written and verbal communication skills; Proven computer literacy skills; Administrative skills; Organising skills; Problem solving skills.

**DUTIES**

Support the effective and efficient functioning of IGR structures within all district municipalities; Act as a referral mechanism between municipalities and provincial sector departments; Ensure effective follow up and finalisation of issues referred to and by the department; Provide support to provincial wide IGR governance events; Support IGR processes through the effective capturing of, follow up and report back on key issues emanating from strategic inter-departmental forum engagements; Make presentations to municipalities (District Coordinating Forum and District Coordinating Forum Technical Committee meetings) on IGR related matters; Plan and co-ordinate a monthly intra-departmental forum for
interaction between the different directorates; Duties as assigned by deputy director in support of executing administrative functions for the achievement of the overall objectives of the directorate.

ENQUIRIES: Mr NJ Witbooi at Tel No: (021) 483 4249

DEPARTMENT OF THE PREMIER

CLOSING DATE: 27 November 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 26/356: DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 56/2020

SALARY: R733 257 per annum (Level 11), All-inclusive salary package of
CENTRE: Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year Social Sciences or LLB Degree or related; A minimum of 3 years relevant middle management experience; A valid code B (08) driving license. Recommendation: Masters Degree; Children's Rights expert. Competencies: Knowledge of the following: Strategy development, strategy management and strategy monitoring and review processes; People Management processes; Financial Management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Behavioural competencies: Applying Expertise and Technology; Presenting and Communicating Information; Adhering to Principles and Values; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Relating and Networking; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.
DUTIES: Develop strategic frameworks and policies which will enable the Commission to fulfil its functions; Provide information and advice on children’s rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Assist the Commissioner to initiate or conduct investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Conduct research with regards to the rights and interests of the children in the Western Cape; Report on the activities of the Children’s Commissioner; Perform managerial tasks as required.
ENQUIRIES: Mr I Johaardien at Tel No: (021) 483 9878
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 26/357: ASSISTANT DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 57/2020

SALARY: R376 596 per annum (Level 09)
CENTRE: Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or a legal field; A minimum of 3 years’ relevant experience; A valid code B driving license. Recommendation: Children's Rights expert/ Legal Advisory experience; LLB Degree or a Social Work Degree. Competencies: Knowledge in the following: Strategy development, strategy management and strategy monitoring and review processes; People Management processes; Financial Management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Leading and Supervising; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES: Supervise and provide guidance to staff regarding the following functions and perform the more complex work in this regard: Assist with the development of tools and implementation of policies and strategic frameworks; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Conduct research with regards to the rights and interests of the children in the Western Cape; Report on the activities of the Children’s Commissioner; Perform supervisory tasks.

ENQUIRIES: Mr I Johaardien at Tel No: (021) 483 9878

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 26/358: CHILDRENS COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE REF NO: DOTP 58/2020

SALARY: R316 791 per annum (Level 08)

CENTRE: Premier, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1-year relevant experience in a similar environment; A valid driving license. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES: Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children’s Commissioner; Support the Western Cape Children’s Commissioner functions, as well as Children’s rights with identified audiences; Provide information and advice on children’s rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES: Mr I Johaardien at Tel No: (021) 483 9878

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
PROVINCIAL TREASURY

MANAGEMENT ECHELON

POST 26/359 : DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP 2) REF NO: PT 21/2020

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package). 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 : Provincial Treasury, Western Cape Government

REQUIREMENTS : Relevant bachelor’s degree (including Economics, Accounting, Public Management or Finance); 5 years proven financial management experience; Valid driving license or alternative mode of transport for people with disabilities; Knowledge of South Africa’s local government system; Proven knowledge of government expenditure and financial systems; Knowledge of Human Resource Management functions; Knowledge of financial norms and standards (Municipal Finance Management Act); The successful completion of the Senior Management Pre-entry Programme. Recommendation: Extensive knowledge of matters relating to municipal financial management; Extensive knowledge on the operations of municipalities; Experience with developing strong intergovernmental relations. Competencies: Excellent communication skills; Excellent planning and organizational skills; Strategic capability and leadership skills; Sound budgeting skills; People management skills.

DUTIES : Implementation and coordination of the Provincial Treasury’s responsibilities contained in the Municipal Finance Management Act; Monitor and report on the outcome of the municipal revenue and expenditure budgets; Monitor the municipal, adjustment budget process; Establish efficiency indicators in local government spending and revenue collection and support municipalities to improve these; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Assess and provide recommendations on conditional grant frameworks for local government; Human resource management within the directorate.

ENQUIRIES : Mr Steven Kenyon Tel No: (021) 483-3579

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

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.

**CLOSING DATE** : 27 November 2020

**OTHER POSTS**

**POST 26/360** : SYSTEM MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 19/2020

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum 3 years management level experience in a financial systems administration environment; A valid driving license. Recommendation: Experience in managing transversal financial systems (LOGIS, BAS and PERSAL) Comprehensive knowledge and experience in the following: Training and change management particularly in the financial systems domain; Support and Maintenance of financial systems. Competencies: Knowledge of the following: Public sector financial management (PFMA, NTR, PTI’s); Public sector SCM legislation and policy frameworks; Public sector Personnel Management; SITA Act; SAQA and NQF legislation; SCOA; Experience in the following: Coordination of financial system training & amp; Change management; System data analytics; People management; Budgeting skills; Computer literate MS (Word, Excel, PowerPoint, Internet, Email).

**DUTIES** : To develop, implement and conduct appropriate training interventions to all provincial departments; Manage the following: Monitoring and reporting on financial management systems performance, processes and other systems; The Departmental System Controller functions specifically relating to the day-to-day management of transversal systems to Provincial Treasury; The Integration of different data basis information and compile new data sets i.r.o Training data base, Source systems (BAS,PERSAL, LOGIS, Vulindlela and Western Cape Supplier data base); Accountable for the development, implementation and refinement of a financial operational model that enforces good governance practices; Be responsible for the roll-out of all major functionalities on transversal systems and the execution and co-ordination of all new financial system implementations.

**ENQUIRIES** : Mr A Mazomba at Tel No: (021) 483 5670

**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

**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

**CLOSING DATE** : 30 November 2020

**POST 26/361** : DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING, REF NO: PT 20/2020

**SALARY** : R257 508 per annum (Level 07)

**CENTRE** : Provincial Treasury, Western Cape Government
**REQUIREMENTS**: 1-2-year post-Matric qualification in Information Management, Information Technology or a relevant field with; A minimum of 3 years appropriate experience in advanced/ complex level typing/ technical editing/ formatting of various publication and electronic databases. Recommendation: A valid driving license; Experience in the following: Technical editing and formatting of financial documents or other Publications; Electronic filing and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management; Willingness to work irregular hours; Grade 12 Computer Application Technology as a passed subject, end user computing/ office management or secretarial/ Office administration Diploma/ certificate. Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Ability to liaise with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Analytical skills; Communication (written and verbal) skills; Proven computer literacy (MS Office suite).

**DUTIES**: Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other PT publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.

**ENQUIRIES**: Ms S van der Merwe at Tel No: (021) 483 4433

**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

**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

**CLOSING DATE**: 30 November 2020

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**DEPARTMENT OF SOCIAL DEVELOPMENT**

**MANAGEMENT ECHELON**

**POST 26/362**: DIRECTOR: FACILITY MANAGEMENT REF NO: DSD 96/2020

**SALARY**: R1 057 326 per annum (Level 13) (All-inclusive salary package). 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**: Social Development, Western Cape Government

**REQUIREMENTS**: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience in a Child and Youth Care Facility environment; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving license. Competencies: Knowledge of the following: Modern trends and future development in the Social Sector; Formulating and managing the Facility Management Programme; Relevant legislation; Assessment Systems; Financial Management; Project Management; Competencies: Strategic Capability and Leadership; People Management and Empowerment;
Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational; Strategic thinking and planning.

**DUTIES:** Develop and facilitate the implementation of a facility management plan for the department and provide professional support to facilities; Ensure the effective and efficient management of DSD owned Residential Care Centers; Centralised admissions and administration and oversee and manage NPO Child and Youth Care Centers; Quality Assurance and Monitoring; Render an administrative service to the component and facilities; Strategic Management; People Management; Financial Management.

**ENQUIRIES:** Ms L Goosen at Tel No: (021) 202 9251

**APPLICATIONS:** Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

**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.

**CLOSING DATE:** 27 November 2020

**OTHER POSTS**

**POST 26/363:** SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION (METRO NORTH-GOODWOOD) REF NO: DSD 94/2020

**SALARY:**
- Grade 1: R794 889 – R894 666 per annum
- Grade 2: R949 149 – R1 100 325 per annum (as prescribed by OSD)

**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(SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker.
DUTIES: Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

ENQUIRIES: Ms S Abrahams at Tel No: (021) 483 7672

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

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.

CLOSING DATE: 30 November 2020

POST 26/364: SOCIAL WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 92/2020 (X2 POSTS)

SALARY: Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum
Grade 3: R384 228 – R445 425 per annum
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

CENTRE: Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work
after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES:** Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

Ms C Nell at Tel No: (027) 213 2096

**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)

**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 08:00 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.

**CLOSING DATE**

30 November 2020

**POST 26/365**

**SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDE VALLEY), REF NO: DSD 93/2020**

**SALARY**

Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum
Grade 3: R384 228 – R445 425 per annum
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

**CENTRE**

Social Development, Western Cape Government

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10
years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**: Ms L Louw at Tel No: (023) 348 5300

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**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.

**CLOSING DATE**: 30 November 2020

**POST 26/366**: **SUPPLY CHAIN MANAGEMENT CLERK**: **FIXED ASSET MANAGEMENT REF NO: DSD 79/2020**

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

**CENTRE**: Social Development, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) Competencies: Good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work
procedures in terms of the working environment; Proven computer skills; Planning and organising skills.

**DUTIES**

Render asset management clerical support; Compile and maintain records (e.g. asset records/databases); Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database; Register suppliers on Logistical Information System (LOGIS) or similar system; Render logistical support service; Place orders for goods; Receive and verify goods from suppliers.

**ENQUIRIES**

Mr R Martin at (021) 483 6004

**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

**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.

**CLOSING DATE**

30 November 2020

**POST 26/367**

**REGISTRY CLERK: LOGISTICAL SERVICES (WEST COAST) REF NO: DSD 95/2020**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Social Development, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.

**DUTIES**

Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence; Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manualy) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

**ENQUIRIES**

Ms D Smith at Tel No: (022) 713 2047

**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

**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.

**CLOSING DATE**

30 November 2020
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 30 November 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 26/368 : CHIEF ARCHITECT: PROGRAMME / PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 78/2020

SALARY : R898 569 per annum (OSD as prescribed).
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience within Health Infrastructure design; Valid driving license; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

DUTIES : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and
implement knowledge sharing initiatives e.g. short-term assignments and
secondments within and across operations, in support of individual
development plans, operational requirements and return on investment;
Continuously monitor the exchange and protection of information between
operations and individuals. People Management will entail the following:
Manage the development motivation and utilisation of human resources
for the discipline to ensure competent knowledge base for the continued
success of architectural services according to organisational needs and
requirements; Manage subordinates' key performance areas by setting
and monitoring performance standards and taking actions to correct the
deviations to achieve departmental objectives.

ENQUIRIES: Ms J Thomas at Tel No: (021) 483 2004
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 26/369: ASSISTANT DIRECTOR (PLANNING AND COORDINATION):
DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT REF NO:
TPW 185/2019 R1

SALARY: R376 596 per annum (Level 09)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree
or higher) in Strategy Management, Policy and/or Public Administration;
A minimum of 3 years relevant experience in strategic planning/management, policy and/or Public Administration.
Recommendation: A valid code B driving license. Competencies:
Knowledge of the following: Relevant legislation, regulations and policies
impacting on the activities of the directorate; Strategic planning
methodologies and tools; Annual reporting processes; Stakeholder
interaction; Research processes; Proven computer literacy; Planning and
organising skills; Written and verbal communication skills.

DUTIES: Facilitate the following: The department's strategic planning processes;
The development of the Strategic Plan; The development of the Annual
Performance Plan; The development of the annual report; Ensure the
effective and efficient management of the component.

ENQUIRIES: Mr C Sampson at Tel No: (021) 483 6454 / 072 777 1516
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 26/370: CLIENT CARE CENTRE AGENT: CLIENT CARE CENTRE REF NO:
TPW 34/2020 R1 (X6 POSTS)

SALARY: R257 508 per annum (Level 07)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6
years’ experience in a mechanical, panel beating or similar fleet
management environment; A valid Code C (Or higher) driving license and
Prdp. Recommendation: Relevant working experience in the following:
Government and/or other motor transport fleet agencies; Retail Motor
Industry (RMI)/South African Motor Body Repairers’ Association
(SAMBRA) (or equivalent) grading systems; Audatex/Abuntex system;
Cost analyses. Competencies: Knowledge of the following: Repair,
maintenance, panel beating and spray painting of vehicles (i.e.
Motorcycles, Quads, Sedans, LDV’s, Panel vans, Cranes, Trucks and
Busses); BBB-EE Act; Fleet Management Systems; Office administration;
Client Liaison Management; Written and verbal communication skills;
Planning and organisational skills; Good problem solving and conflict
resolution skills; Ability to work in a team and result orientated.

DUTIES: Receive incoming calls from Client institutions on a daily basis; Capture
said Fleet Repair and Maintenance service requests (SR’s) on the GMT
system; Follow up on open service requests with the GMT Teams and/or Vehicle Related Suppliers; Assist with the capturing of vehicle inspections; Publish service requests to invite quotes, and coordinate vehicle assessments by the GMT Team and/or Vehicle Related Suppliers on the GMT premises; Coordinate with Client institutions and assist with the scheduling of vehicles overdue for service intervals as prescribed by the vehicle manufacturer, COF renewal, vehicle manufacturer recall programs and processing vehicle inspections performed by GMT, the R&M service provider (Nedbank) and Client institutions; Review quotes received via the GMT FleetMan system to tow and/or recover vehicles, servicing, repair and/or maintenance of vehicles and scrutinize the vehicles technical history, before approving or rejecting the service requests with a reason or escalate to the Assistant Director/ Deputy Director/Director for review or approval; Monitor accident damage and/or mechanical repair vehicle downtime progress and follow up on overdue vehicles until resolved; Follow up on outstanding Vehicle Related Supplier invoices to finalize the GMT service requests; Provide technical advice to Client Institutions and Transport Officers, and assist with drafting TV6/28 vehicle condition assessment reports when the vehicles are withdrawn from service (to be auctioned); Receive misuse and/or vehicle hijacking/thefts reporting via the GMT Report line (calls or email) and handle/register said cases on the GMT system (for further action by GMT Fleet Risk Management and the vehicle tracking service provider).

ENQUIRIES: Mr S Tyman at Tel No: (021) 467 4756
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 26/371: OPERATOR: GRADER (PAARL) REF NO: TPW 176/2019 R2

SALARY: R145 281 per annum (Level 04)
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years working experience operating a grader; A valid Code EC1/ EC driving license with a valid PDP. Recommendations: Extensive proven experience in the operation of other construction machinery. Competencies: A good understanding of the following: Heavy construction machinery; General road maintenance tools; Tar and gravel road surfaces; Ability to work under pressuriser and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

DUTIES: Filling of gravel shoulders with gravel; Cut open and compacting of gravel roads; Deforestation of road reserves where necessary; Cutting of side drains using a grader; Gravel patchwork of road section as indicated by inspections; Cutting open of gravel heaps.

ENQUIRIES: Mr SH Jacobs at Tel No: (021) 863 2020
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, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE: To apply, 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 post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will
receive preference. The selection process will be guided by the EE targets of the employing department.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 27 November 2020

NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 26/372 : DIRECTOR: ASSESSMENT MANAGEMENT

Job Purpose: To develop, enhance and maintain the provincial examination and assessment systems pertaining to all phases of curriculum delivery in the schooling sector

SALARY : R1 057 326 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE : Head Office Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at a middle/senior managerial level within an educational environment which includes Examination Administration and Assessment Management. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver’s license.

DUTIES : Develop and maintain provincial assessment systems in sync with the examinations systems and processes and ensure that national and provincial policies and regulations are adhered to. Devise strategies to support the process of improving learner attainment. Enhance the standard, credibility and quality assurance of school-based assessment. Develop material to support and train teachers in the implementation of formative and summative assessment. Train district officials and teachers in the interpretation of examination and assessment related data analysis and report writing. Ensure the appointment of markers for the National Senior Certificate and other external examinations. Ensure the effective management of Assessment and Examination irregularities in accordance with policy and identify ways to curb irregularities. Provide support to districts and schools in the management of learner progression and promotion in accordance with policy and monitor the implementation of the policy across districts. Develop online systems and tools to address the demand for alternate ways of conducting and evaluating assessments. Identify staff capacity needs and ensure training interventions. Manage directorate’s budget in line with the strategic objectives of the Department.

ENQUIRIES : Ms T Singh Tel No: (021) 467 2541