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 : DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES: Kindly note that the following posts advertised in Public Service Vacancy Circular 26 dated 13 November 2020, The Salary Levels have been amended as follows (1) Deputy Director Indigenous Forest Management (Makhado) with Ref No: FOM01/2020), should be advertised on salary level 12, R 869 007 per annum (All-inclusive package), (2) Deputy Director: National Forestry Advisory Council Support with Ref No: FOM02/2020, should be advertised on salary level 12, R869 007 per annum (All-inclusive package), (3) Assistant Director: Commercial Forestry X2 with Ref numbers: FOM04/2020 and FOM05/2020 respectively, should be advertised on salary level 09, R376 596 per annum (Total package R532 814 per annum, conditions apply).
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DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE : 18 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 posts are senior management posts. Candidates should therefore possess strong managerial and financial management skills. The requirements for appointment at Senior Management Service level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ Candidates, who are shortlisted, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). Advanced presentation/public speaking skills.

MANAGEMENT ECHELON

POST 27/01 : DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME (NATIONAL PROGRAMME MANAGER) REF NO: 28728/01

SALARY : R1 521 591 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines. (An all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Grade 12, an undergraduate qualification with preference in Economic Science, Development Studies or Social Sciences and a postgraduate qualification (NQF Level 8) as recognized by SAQA. Eight (8) to ten (10) years relevant experience at senior management level. Technical Competencies: Knowledge of Provincial and Local Government systems. Knowledge of both

**DUTIES**
As the Deputy Director-General, the incumbent will perform the following duties: Overseer the management of the implementation of Community Work Programme. Ensure management of partnerships, development of norms and standards and provisioning innovative solutions. Provide strategic support on the organizational development intervention and implementation of a monitoring, reporting and evaluation system. Overseer management of finance audit and contract management risks for the programme. Overseer the development and implementation of communication strategy for the Community Work Programme.

**ENQUIRIES**
Mr J. Tidimane Tel No: (012) 334 0734

**APPLICATIONS**
Applications may be submitted electronically via email: cogta84@ursonline.co.za or via fax: 086 415 5709.

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

**POST 27/02**
DIRECTOR: CONTENT DEVELOPMENT AND SPEECH WRITING REF NO: 28728/02

**SALARY**
R1 057 326 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**
Pretoria

**REQUIREMENTS**
A Grade 12 Certificate, an undergraduate qualification (NQF Level 7) in Communication/Journalism/Politics/Content Development or equivalent qualification as recognized by SAQA with 5 years relevant experience in the writing environment at middle/senior management level. A valid driver’s licence and extensive travelling. Technical Competencies: Detail orientated and research experience, content development, power-point presentation skills and good communication.

**DUTIES**
As the Director, the incumbent will perform the following duties: Develop and implement the departmental communication strategy and content plan. Develop speeches and compile various types of content on behalf of the political leadership (Minister and Deputy Ministers) and the Director-General. Monitor and analyse media coverage to inform content to be developed and communication strategy. Edit and proofread documents for the Department before they are published. Liaise with officials in the Department and Ministry to ensure consistency of messages across all departmental outputs and ensure production of high-quality written material for use in other activities and campaigns.

**ENQUIRIES**
Mr Leso Tel No: (012) 334 0765

**APPLICATIONS**
Applications may be submitted electronically via email: cogta85@ursonline.co.za or via fax: 086 415 5709.

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

GOVERNMENT PRINTING WORKS

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

APPLICATIONS
All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.

FOR ATTENTION
Ms M Mbokane, Human Resources Tel No: (012) 748 6296

CLOSING DATE
11 December 2020, 12 Noon

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

OTHER POSTS

POST 27/03
REGIONAL MANAGER: LIMPOPO STATIONERY WAREHOUSE REF NO: GPW 20/24

SALARY
R316 791 per annum (Level 08)

CENTRE
Limpopo

REQUIREMENTS
An appropriate 3 year degree/national diploma or equivalent qualification (NQF 6 or equivalent), 5-7 years’ experience in warehouse and distribution management, 2-3 years’ proven supervisory experience, Good computer literacy in MS Office (Word, Excel and Outlook), Good interpersonal skills.

DUTIES
Manage all activities within the GPW Limpopo regional stationery warehouse by ensuring effective inventory control, sound administration, proper financial management, financial analysis, budgeting and accountability, Establish effective security, stock control and optimum storage conditions, Oversee the inward, outward and reverse logistics, Monitor stock levels in storage and stock rotations that take into account production periods, Ensure all goods are stored securely and safely, Ensure accurate capturing of warehouse transactions on the financial systems, timely invoicing and adequate record management, Provide management with weekly/monthly reports, Ensure compliance with relevant legal and statutory requirements, e.g. health and safety, Ensure staff development, coaching, mentoring and performance appraisals.

ENQUIRIES
Ms H Ellimdin Tel No: (012) 748-6379
POST 27/04: ARTISAN FOREMAN GRADE A (CARD PERSONALISATION EQUIPMENT) REF NO: GPW 20/25

SALARY: R304 263 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus an appropriate completed apprenticeship and trade test certificate with 5 years' post-qualification applicable experience, Sound knowledge of personalisation processes and equipment, Computer Literacy (MS Office), Good communication skills, Problem-solving skills, Good interpersonal relations, The ability to transfer skills, Quantity conscious, Planning and organizing skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES: Responsible to set, adjust, and maintain card personalisation and mailing equipment, Ensure optimum productivity and maintain high quality standards of card personalisation, Supervise Artisans and Printers Assistants, Ensure quality assurance, Responsible for basic operating and maintenance, Responsible for training of apprentices and artisans, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES: Ms D Seleme Tel No: (012) 748-6113

POST 27/05: ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) REF NO: GPW 20/26 (X4 POSTS)

SALARY: R190 653 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, Basic computer skills, Quality conscious, Good knowledge of mechanized binding equipment/craft binding operations, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES: Responsible to adjust, run and maintain Mechanised binding and or packaging equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.

ENQUIRIES: Mr T Khumalo Tel No: (012) 748-6329

POST 27/06: ACCOUNTING CLERK (PAYROLL) REF NO: GPW20/27

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: A Grade 12 or equivalent qualification with Accounting as a passed subject, Basic knowledge of financial functions, Computer literacy, Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury Regulations (PFMA), Knowledge management, Problem solving and analytical skills, Client orientation and customer focus, Good communication skill, Accountability and ethical conduct, Must be able to work under pressure.

DUTIES: Process advices received (capture allowances and deductions on Persal), Collect, distribute and monitor payroll reports, Administer departmental debt, Capture all financial transactions, Check and capture S&T claims, Reconciliation of payroll, Maintain proper filing and recordkeeping of documents.

ENQUIRIES: Mr Samuel Manthata Tel No: (012) 748 6365

POST 27/07: ACCOUNTING CLERK (GENERAL LEDGER) REF NO: GPW20/28

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: A Grade 12 or equivalent qualification with Accounting as a subject, Basic knowledge of Financial functions, Computer literacy, Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury Regulations (PFMA), Knowledge management, Problem solving and analytical skills, Client orientation and customer focus, Good communication skill, Accountability and ethical conduct, Must be able to work under pressure.

DUTIES: Compile and capture general ledger journals to clear suspense accounts, Reconciliation of general ledger accounts, Perform payroll journals and its reconciliations, Petty cash administration and reconciliation of petty cash accounts, Administer and process subsistence and travel claims, Verify and
capture sundry payments and reconciliation of vendor accounts, Cashier duties to relieve current cashiers, Maintain proper filing and recordkeeping of documents, Assist with year-end closure and audit procedures.

ENQUIRIES
Ms H Curlewis Tel No: (012) 748 6244

POST 27/08
ACCOUNTING CLERK (DEBT ADMINISTRATION) REF NO: GPW20/29

SALARY
R173 703 per annum (Level 05)

CENTRE
Pretoria

REQUIREMENTS
A Grade 12 or equivalent qualification with Accounting as a subject, Basic knowledge of Financial functions. Computer literacy, Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA), Knowledge management, Problem solving and analytical skills, Client orientation and customer focus, Good communication skill, Accountability and ethical conduct, Must be able to work under pressure.

DUTIES
Perform debtor’s administrative functions, Ensure that all invoices for jobs done are processed on correct accounts with correct details and are distributed to customers with supporting documents, Prepare documentation relevant to the processing of credit notes and process submissions for approval as per delegations, Prepare customer statements on a monthly basis, Prepare accruals at Financial Year End, Maintain proper filing and recordkeeping of documents.

ENQUIRIES
Ms B Nogemane Tel No: (012) 748 6236

POST 27/09
ADMINISTRATION CLERK REF NO: GPW20/30

SALARY
R173 703 per annum (Level 05)

CENTRE
East London

REQUIREMENTS
A Grade 12 or equivalent qualification, 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
Recording and capturing of orders, Generation of picking slips, delivery notes and order invoices, Liaising with customers, prepare quotations, Maintain filing system, Photocopy and fax documents, Record minutes, memos, letters and other documents, Handle internal and external telephonic queries, Perform general clerical duties.

ENQUIRIES
Ms N Ntanta Tel No: (012) 748-6165

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

APPLICATIONS
All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.

FOR ATTENTION
Ms M Mbokane, Human Resources Tel No: (012) 748 6296

CLOSING DATE
11 December 2020, 12 Noon

NOTE
Government Printing Works invites applications for Graduate Internship opportunities that currently exist in our Department. Unemployed South African youth who have never participated in any Public Service Internship programme in any government department are invited to apply. Successful interns will be appointed for a period of 24 commencing on 01 April 2021 – 30 March 2023. Graduate Interns will receive a monthly stipend currently at R6 000 per month. The Government Printing Works is under no obligation to employ the intern on completion of the programmes. All 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 field and reference number that is being applied for must be indicated on your Z.83. CVs without a Z.83 form will not be accepted. The application form must be accompanied by recently updated comprehensive Curriculum Vitae together with certified copies of qualifications from SAQA accredited institutions, a comprehensive academic
history on completed studies including marks, Grade 12 certificate and certified ID copy (not older than six (6) months from the date of the advert. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to a Security Clearance process. 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. Applications received after the closing date as well as those who do not comply with requirements will not be taken into considerations. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The department will not make provision for transport and/or accommodation to any candidate whether, travelling from or outside Gauteng.

**OTHER POSTS**

**POST 27/10**  
**HUMAN RESOURCES: RECRUITMENT & SELECTION, HUMAN RESOURCE DEVELOPMENT, PERFORMANCE MANAGEMENT, LABOUR RELATIONS, CONDITIONS OF SERVICE**  
**REF NO: GRAD 2021/1 (X7 POSTS)**  
**STIPEND**  
R6 000 per month  
**REQUIREMENTS**  
B.Com HRM/B.Admin HRM/B.Com Industrial Psychology/ ND HRM/ B.Tech HRM  
**ENQUIRIES**  
Mr L Mpofu Tel No: (012) 748 – 6278

**POST 27/11**  
**OCCUPATIONAL HEALTH & WELLNESS**  
**REF NO: GRAD 2021/2 (X1 POST)**  
**STIPEND**  
R6 000 per month  
**REQUIREMENTS**  
**ENQUIRIES**  
Mr L Mpofu Tel No: (012) 748 – 6278

**POST 27/12**  
**ACCOUNT RECEIVABLE, ACCOUNTS PAYABLE, GENERAL LEDGER, PAYROLL, COSTING MANAGEMENT**  
**REF NO: GRAD 2021/3 (X6 POSTS)**  
**STIPEND**  
R6 000 per month  
**REQUIREMENTS**  
B.Com Financial Management/ B.Com Accounting/B. Com Costing, B.Tech Cost and Management Accounting/ Advanced Diploma in Cost and Management Accounting/ ND Cost and Management Accounting.  
**ENQUIRIES**  
Mr L Mpofu Tel No: (012) 748 – 6278

**POST 27/13**  
**RISK MANAGEMENT & COMPLIANCE**  
**REF NO: GRAD 2021/4 (X2 POSTS)**  
**STIPEND**  
R6 000 per month  
**REQUIREMENTS**  
ND Risk Management/ B-Tech Risk Management/ ND Internal Audit/ B-Tech Internal Audit.  
**ENQUIRIES**  
Mr L Mpofu Tel No: (012) 748 – 6278

**POST 27/14**  
**MONITORING & EVALUATION**  
**REF NO: GRAD 2021/5 (X2 POSTS)**  
**STIPEND**  
R6 000 per month  
**REQUIREMENTS**  
ND Risk Management/ B-Tech Risk Management/ ND Internal Audit/ B-Tech Internal Audit.  
**ENQUIRIES**  
Mr L Mpofu Tel No: (012) 748 – 6278

**POST 27/15**  
**SECURITY MANAGEMENT**  
**REF NO: GRAD 2021/6 (X2 POSTS)**  
**STIPEND**  
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<td>B.Com Supply Chain Management/B.Com Business Management/ BA or</td>
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<tr>
<td></td>
<td>B.Com Logistics Management.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr L Mpofu Tel No: (012) 748 – 6278</td>
</tr>
<tr>
<td>POST 27/23</td>
<td>OFFICE ADMINISTRATION: PRETORIA REF NO: GRAD 2021/14 (X4 POSTS)</td>
</tr>
<tr>
<td>STIPEND</td>
<td>R6 000 per month</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>ND / BTech/degree in Office Administration/Accounting/Public Administration/ Business Administration</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr L Mpofu Tel No: (012) 748 – 6278</td>
</tr>
</tbody>
</table>
## ANNEXURE C

DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(MAJUBA TVET, MALUTI TVET AND KZN CET COLLEGE)

### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 27/24</th>
<th>ASSISTANT DIRECTOR – FINANCIAL ACCOUNTING</th>
<th>REF NO: ADFIN/03/2020</th>
</tr>
</thead>
</table>

#### SALARY

R376 596 per annum (Level 09) plus benefits as applicable in the Public Service

#### CENTRE

Campus: Central Office

#### REQUIREMENTS

A recognised three (3) year National Diploma (NQF 6) in financial management or finance/commerce related qualification/ equivalent and at least 3 years of Postgraduate Articles with a recognised audit firm, and at least 5 years post-articles supervisory experience in financial management. Recommendations: Public sector management and/or audit experience will be an added advantage. Advanced experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act. Knowledge and understanding of PFMA, as a guide. Knowledge and understanding of Treasury Regulations, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and working experience of relevant financial management systems. Good administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management skills.

#### DUTIES

- Collection and recording of revenue: Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers, including the verification of banking details. Oversee the safeguarding of source documents and face value of transactions. Oversee the correct and accurate allocation of all receipts. Monitor cashflows and recommend net cash requirements for the foreseeable future. Transfers and subsidies: Oversee and reconcile tranche receipts with budget allocations. Reconcile Compensation of Employees with the allocation and submit claim for unspent funds to the DHET. Oversee compliance with conditions attached to Conditional Grant Subsidies. Oversee submission of reports and/or invoices to facilitate subsidy claims where required. Debt management: Oversee the identification and accurate classification and recording of debts owed to the College. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer’s approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of NSFAS funds to debtor’s accounts. Monitoring and reporting on revenue: Oversee and monitor revenue against budget and review reconciliations. Oversee the correct and accurate classification of revenue. Oversee the tracking of Deferred Income (Income received in advance) and the timely recognition of related revenue. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes and for the compilation of the Annual Financial Statements. Ensure completeness and accuracy of financial information. Expenditure management: Compensation of employees. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee and quality assure all payroll transactions. Authorize reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Oversee the reconciliation of transactions on the College payroll system (VIP) with the accounting records. Authorizes payments
to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc. outside the payroll system. Oversee verification of information for payroll certification. Ensure the correct classification of Payroll Costs in line with GRAP requirements. Goods, services and other: Oversee the verification of source documents. Oversee the quality assurance and verification of transactions. Ensure that expenditure is in line with budget and item provisioning. Ensure correct and accurate allocation of expenditure. Oversee the correct capturing of banking details on the accounting system, including account holder verification. Review creditors reconciliations (ensure that service providers are paid timely and correctly. Oversee the payment of student stipends as per agreement with funders. Oversee the accurate payments of NSFAS student's allowances, where applicable. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Ensure the safeguarding of all source documents. Oversee the processing of revenue, receivables, expenditure, payables and Property, plant and equipment in line with GRAP standards. Compile interim and annual financial reports. Overall Reporting: Oversee the processing of revenue, receivables, expenditure, payables and Property, plant and equipment in line with GRAP standards. Compile interim and annual financial reports. Report on all matters to the Office of the Deputy Principal Finance. Supervise employees to ensure an effective financial accounting service: This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of 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. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES
APPLICATIONS
NOTE

ENQUIRIES
Mrs D Hassim Tel No: 0343264888

APPLICATIONS
Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

NOTE
Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and driver’s license (where applicable). Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application is unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE
14 December 2020 at 12:00

POST 27/25
ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY (I.T) REF NO: ADIT/04/2020

SALARY
R376 596 per annum (Level 09) plus benefits as applicable in the Public Service

CENTRE
Campus: Central Office
REQUIREMENTS: Recognized National Diploma (NQF 6) in Information Technology or related qualification and at least 3 to 5 years working experience in IT environment and a valid driver’s licence. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. The following skills will also be an added advantage administer computer hardware, software and network, administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management.

DUTIES: Develop, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network & Wide Area Network) LAN and WAN technologies according to the college’s requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college’s core business, support functions and programs. Advice on Procurement of college software and hardware according to the college’s needs. Distribute software and hardware for use by students and staff according to the college’s policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college’s needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.

ENQUIRIES: Mr KA Shangase Tel No: 0343264888

APPLICATIONS: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

NOTE: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and driver’s license (where applicable). Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application is unsuccessful. All costs...
incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE : 14 December 2020 at 12:00

POST 27/26 : OFFICE MANAGER REF NO: MALUTI TVET/ ITE011/2020
College Council Appointment: 3 Years Contract

SALARY : R257 508 per annum (Level 07)
CENTRE : Itemoheleng 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 : 11 December 2020 @13:00

POST 27/27 : SENIOR ADMINISTRATIVE CLERK (REF NO: KZNCETC/01/2020) PHINDANGENE CLC

SALARY : R173 703 – R204 612 per annum (Level 05) plus benefits
CENTRE : Phindangene CLC (Lamontville, Durban)
REQUIREMENTS : A grade 12 certificate or NCV level 4 and National Diploma in Public Management/ Office Management & Technology/Management Assistant or equivalent qualification. At least two years relevant experience in the CET environment. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.

Reconciling books. Handle telephone accounts and petty cash of the CLC. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

**ENQUIRIES**

Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

**APPLICATIONS**

Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

**NOTE**

Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated; correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

**CLOSING DATE**

11 December 2020 at 16:00

**POST 27/28**

**SENIOR ADMINISTRATIVE CLERK (REF NO: KZNCETC/02/2020)**

**PHINDANGENE CLC**

**SALARY**

R173 703 – R204 612 per annum (Level 05) plus benefits

**CENTRE**

Phindangene CLC (Lamontville, Durban)

**REQUIREMENTS**

A grade 12 certificate or NCV level 4 and National Diploma in Public Management/ Office Management & Technology/ Management Assistant or equivalent qualification. At least two years relevant experience in the CET environment. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.

**DUTIES**

Administer the enrolment processes of the Community Learning Centre. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing registration forms against student registers. Administration support for the Community Learning Centres. Capture and update expenditure in component. Handling Cash books and petty cash. Reconciling books. Handle telephone accounts and petty cash of the CLC. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

**ENQUIRIES**

Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

**APPLICATIONS**

Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

**NOTE**

Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by
South African Qualifications Authority and DHET. Due to a large number of applications anticipated; correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 11 December 2020 at 16:00

POST 27/29: SENIOR ADMINISTRATIVE CLERK (REF NO: KZNCETC/03/2020) MANAYE CLC

SALARY: R173 703 – R204 612 per annum (Level 05) plus benefits

CENTRE: Manaye CLC (Pietermaritzburg)

REQUIREMENTS: A grade 12 certificate or NCV level 4 and National Diploma in Public Management/ Office Management & Technology/ Management Assistant or equivalent qualification. At least two years relevant experience in the CET environment. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.


ENQUIRIES: Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

APPLICATIONS: Applications must be addressed to the attention of: The Principal: KwaZulu Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated; correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 11 December 2020 at 16:00

POST 27/30: SECURITY OFFICER REF NO: KZNCETC/04/2020

SALARY: R122 595 per annum (Level 03)

CENTRE: Phindangene CLC (Lamontville, Durban)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PSIRA. Firearm licence, at least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES: Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complaints. Inspect Security Service provider registers.
Conduct access control. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to supervisor or management.

**ENQUIRIES**
Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

**APPLICATIONS**
Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

**NOTE**
Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated; correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

**CLOSING DATE**
11 December 2020 at 16:00

**POST 27/31**
**GROUNDSMAN (REF NO: KZNCTC/05/2020) PHINDANGENE CLC**

**SALARY**
R102 534 per annum (Level 02)

**CENTRE**
Phindangene Community Learning Centre (Lamontville, Durban)

**REQUIREMENTS**
A Grade 10 qualification will serve as an advantage Basic literacy, numeracy and communication skills Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

**DUTIES**
Core Functions: Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.

**ENQUIRIES**
Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

**APPLICATIONS**
Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

**NOTE**
Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated; correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

**CLOSING DATE**
11 December 2020 at 16:00

**POST 27/32**
**GROUNDSMAN (REF NO: KZNCTC/06/2020) USIZUZULU CLC**

**SALARY**
R102 534 per annum (Level 02)

**CENTRE**
Usizuzzulu Community Learning Centre (Vryheid)

**REQUIREMENTS**
A Grade 10 qualification will serve as an advantage Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

**DUTIES**
Core Functions: Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.

**ENQUIRIES**
Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
APPLICATIONS: Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, KwaZulu Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRqueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated; correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 11 December 2020 at 16:00
ANNEXURE D

DEPARTMENT OF HOME AFFAIRS

CLOSING DATE: 11 December 2020

NOTE: Applications must be sent to the correct email address specified at the bottom of each position, on or before the closing date; submitted on the Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant’s ID, valid driver’s license and relevant educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates’ demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates’ demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online “Pre-entry Certificate to Senior Management Services” course. The course is available at the National School of Government (NSG), under the name “Certificate for entry into the SMS”. Full details can be obtained via the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 27/33: DISTRICT MANAGER OPERATIONS (X2 POSTS)

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) An all-inclusive remuneration package, structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Limpopo: District Municipality Office: Capricorn District Municipality Ref No: HRMC 50/20/1A (X1 Post)
North West: District Municipality Office: Ngaka Modiri Molema District Municipality Ref No: HRMC 50/20/1b (X1 Post)

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civics and Immigration services in the District Municipality in accordance with service delivery standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Facilitate the implementation of national immigration initiatives, processes and policies to achieve improved efficient and effective service delivery. Ensure the accessibility of DHA services by the public and management of outreach programmes. Ensure the delivery against the mandates derived from the Government’s Programme of Action (POA). Provide input in the development of Civic and Immigration Services strategies. Oversee operations and activities of all Local offices to meet the needs of the clients in line with the departmental service standards. Ensure the integrity of the national population register in the district and ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium and long term footprint and channel development for both Civic and Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Thusong centres, Health Facilities and mobile offices. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Revisit, review and streamline all processes to ensure accuracy and efficiency in all operations. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption, address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the District. Recommend and implement performance improvement initiatives. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) within DHA offices and adhere to service standards. Provide expert advice and guidance in the District Municipality on operational matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Manage Immigration operations (e.g. law enforcement, deportations and inspectorate functions). Manage compliance to all legislation administered by the department in the District Municipality. Identify policy gaps, provide input and comments on drafting policy documents. Ensure effective interpretation and implementation of Civic Services and Immigration legislative frameworks. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District Municipality. Develop the Operational plan and facilitate implementation and resource planning. Provide strategic direction within the District Municipality. Manage the delivery of the Operational plan within the allocated budget, against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements. Ensure the implementation of innovative initiatives. Provide administrative support services in the District Municipality. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the District Municipality. Ensure effective development and management of internal service level agreements. Ensure effective alignment of Civics and Immigration Service’s budget and reporting to the department’s strategic planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the District (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Foster effective inter-governmental and stakeholder relations within the District Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civics and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the District Municipality. Ensure the delivery of services against the mandates derived from the Government’s Programme of Action (POA). Develop and maintain good relations within the department and with all stakeholders. Represent the Province at management structures and other government structures/forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations to enhance...
service delivery. Manage key stake-holders relationship related to the delivery of services. Manage external contractors and suppliers in an efficient manner. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government on matters of interest to the Department's service delivery. Ensure efficient management of risk and audit queries to obtain an improved audit outcome in the District Municipality. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Manage resources (human, physical and financial) in the District Municipality. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the District Municipality. Ensure management of external Contractors and Suppliers. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the District (attraction, retention, development). Ensure the implementation of performance management system. Oversee the management of IT support in District Municipality. Ensure the management of grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES
Limpopo: Mr J Kgole Tel No: (015) 287 2802
North West: Ms M Seleke Tel No: (018) 397 9904

APPLICATIONS
Quoting the relevant reference number, direct your application (following the “Directions to Applicants” above), by the closing date to: E-mail: Civicsrecruitment@dha.gov.za

POST 27/34
DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 50/20/3

SALARY
R1 057 326 - R1 245 495 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
Eastern Cape: Provincial Manager’s Office - King William’s Town

REQUIREMENTS
An undergraduate qualification in Financial Management / Accounting at NQF Level 7 as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years’ experience at middle managerial level in a related field. Pre-entry Certificate to Senior Management Services. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Strategic capability and leadership. Knowledge and change management. Decision making and financial risk management. Problem solving and analysis. Business report writing. Presentation skills. A valid drivers’ licence, willingness to travel extensively and work extended hours is essential.

DUTIES
The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all finances in an efficient and effective manner. Manage the Province’s budget and monitor expenditure in line with financial requirements and the Province objectives. Develop an audit action plan and respond to audit queries /findings. Develop finance strategies to determine the right approach to the market to deal with issues that might arise from contracts issued or tenders. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Manage and monitor budget processes and compilation of financial reports. Resolve and provide advice on all financial matters in the Province. Ensure compliance to policies, standards, and guidelines in line with recognised financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, Generally Recognised Accounting Practices (GRAP). Manage financial and procurement systems (LOGIS and BAS). Manage the resources within the Province in an effective and efficient manner (human resource and assets). Manage and implement strategic objectives and innovation within the Province. Develop the business plan for the Province and ensure effective prioritisation and resource planning. Provide strategic direction within the Province. Develop technical expertise within the Province and keep abreast of technological advancements. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to
all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the Province. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage human, financial and physical resource within the Province. Report on the performance of the Province against operational plan, business requirements and targets. Develop and implement the work plan for the Province and ensure effective prioritisation and resource planning. Agree on training and development needs. Manage the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects of in accordance with PFMA and supply chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Province.

ENQUIRIES
: Mr G Hollamby Tel No: (012) 406 4377

APPLICATIONS
: Quoting the relevant reference number, direct your CV, copies of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: Email: Financerecruitment@dha.gov.za

POST 27/35
: DIRECTOR: COMMERCIAL CONTRACTS REF NO: HRMC 50/20/4
Branch: Institutional Planning and Support
Chief Directorate: Legal Services

SALARY
: R1 057 326 - R1 245 495 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
: Head Office, Pretoria

REQUIREMENTS

DUTIES
: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure operational efficiency and service delivery improvement within the Directorate. Manage the drafting and vetting of commercial contracts and service level agreements. Manage the provisioning of timeous, high quality legal opinions pertaining to commercial contracts and service level agreements. Draft and scrutinise commercial contracts and service level agreements. Manage the escalation of legal issues where appropriate. Participate in mediation on commercial contracts and service level agreements. Manage and implement strategic objectives and innovation within the Directorate. Develop the operational plan for the Directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the Directorate. Coordinate, monitor and report on the delivery of the operational plan against the agreed objectives and timeframes. Report on the performance of the Directorate against the operation plan to the CD. Develop technical expertise within the Directorate and keep abreast of technical developments. Ensure the implementation of innovation initiatives. Provide advice and guidance on commercial contract aspects and matters. Identify
projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery. Provide strategic direction within the Directorate. Develop and implement policies and procedures, directive acts and regulations. Develop and review communications policies and codes of practice for the Directorate. Implement governance processes, frameworks and procedures. Build relationships with external auditors and other assurance providers. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Manage resources (physical, human and financial). Ensure that budget spending is maximised in line with strategic objectives. Monitor and report on the utilisation of equipment. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting on expenditure. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure effective governance and compliance within the Directorate. Develop and implement governance processes, frameworks and procedures within the Directorate. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Directorate. Ensure compliance with all audit requirements within the Directorate. Represent the Directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks.

ENQUIRIES : Adv T Sebelemetja Tel No: (012) 406 4271
APPLICATIONS : Quoting the relevant reference number, direct your CV, copies of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: legalrecruitment@dha.gov.za
ANNEXURE E

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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.

CLOSING DATE : 14 December 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. 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 27/36 : CHIEF DIRECTOR: EXECUTIVE SUPPORT AND INTERGOVERNMENTAL RELATIONS (HEAD OF OFFICE OF THE DIRECTOR-GENERAL) REF NO: 20/111/DG

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) Bachelor’s Degree, LLB and /or Legal, Social and Political Science, Public Management and Administration or equivalent qualification; At least 5 years’ experience in the Public Sector; of which 5 years must be at Senior Management level; Extensive knowledge and understanding of the Public Service Act, Treasury Regulations and Labour Relations Act; A valid driver’s licence. Skills and Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management and budgeting; Networking and Change management; Knowledge management; Service Delivery innovation (SDI); Problem Solving and decision-making; People Management and empowerment; Client orientation and customer focus; Communication skills; Planning and Organizing; Diversity management; Team leadership; Managing interpersonal conflict and resolving problems.

DUTIES : Key Performance Areas: Manage administrative support services in the Office of the Director-General (ODG); Manage and coordinate the provision of EXCO decision/secretariat support services; Provide international cooperation and developmental partnership services; Provide cluster coordination, entity oversight and interface services; Provide effective people management;

ENQUIRIES : Mr. O Melato Tel No: (012) 315 1351

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-111-DG@Justice.gov.za

NOTE : People with disabilities are encouraged to apply.
OTHER POSTS

POST 27/37 : SENIOR FAMILY ADVOCATE: LP9 (RE-ADVERTISEMENT: APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY) REF NO: 20/VA43/NW

SALARY : R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate: Mahikeng

REQUIREMENTS : An LLB Degree or recognised 4 year legal qualification; At least 8 years appropriate post qualification litigation experience; Admission as an Advocate; Knowledge of Standard Operating Procedure (SOP); Proven track record of previous managerial experience in a legal environment will be an added advantage; A valid driver’s licence. Skills and Competencies: Communication skills (verbal and written); Litigation techniques (both High Court and Lower Court); Research, investigation, monitoring, evaluation and report writing skills with attention to details; Diversity management; Dispute and conflict resolution skills; Operational management and people management; Performance information monitoring and analysis; Financial Management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organizational performance of the office and its satellites; Manage performance information and complex enquiries; Conduct training and development, performance management, mentoring and coaching of all occupational classes in the office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance.

ENQUIRIES : Ms L. Shoai Tel No: (018) 397 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to: RecruitmentNW-SFA.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng

NOTE : People with disabilities are encouraged to apply.

POST 27/38 : DEPUTY DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 20/114/DG

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree/National Diploma in Statistics, Mathematics or equivalent qualification at (NQF level 6); 3-5 years’ Statistical Analysis and Management experience; Knowledge of Data extraction, data management, data manipulation and data preparation, etc; NQF level 7 will be an added advantage. Skills and Competencies: Computer literacy (Ms Office, SAS, SPSS, Python and R advantageous); Good communication skills(verbal and written); Organizational skills; Numerical skills; Problem solving and analysis skills; Policy development; People diversity management; Accuracy and attention to detail; Research and analytical skills; Creative thinking; Presentation and facilitation skills; Accountability and ethical conduct.

DUTIES : Key Performance Areas: Develop tools and products for the continuous monitoring and evaluation of strategy and departmental performance; Establish channels for the collection of data; Render an advisory service to the Ministry, Management, Magistrate Commission and the NPA; Manage data analysis, interpretation and reporting process; Develop sampling, basic sampling statistical methods, estimation and interpretation of results; Provide effective people management.

ENQUIRIES : Ms D Modibane Tel No: (012) 315 1668

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-114-DG@Justice.gov.za

POST 27/39 : DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)

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

CENTRE : Molopo Cluster Ref No: 20/VA44/NW

Rustenburg Cluster Ref No: 20/VA45/NW
**REQUIREMENTS**

An appropriate three-year Bachelor's Degree or equivalent qualification; Three years’ management experience; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; A valid driver's license. The following will serve as an added advantage: Experience in the court environment; Post graduate qualification in Public Administration/Human Resources Management. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.

**DUTIES**

Key Performance Areas: Co-ordinate and manage financial and human resources of the cluster; Strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Compile and analyse court statistics to show performance and trends; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the cluster; Facilitate strategic projects intended to improve court management.

**ENQUIRIES**

Ms. L Shoai Tel No: (018) 397 7054

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: RecruitmentNW-DDACM@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**POST 27/40**

OFFICE MANAGER OFFICE OF THE REGIONAL HEAD OFFICE REF NO: 2020/88/GP

**SALARY**

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

**CENTRE**

Regional Office: Gauteng

**REQUIREMENTS**

A three years Bachelor’s Degree/Post graduate or equivalent qualification; A minimum of 3 years’ experience in management; Knowledge of departmental strategic goals; Knowledge of the Public Service and the working of Government; A valid driver’s license. Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Project Management skills; Communication (oral and written) skills; Computer literacy (Ms Office, Intranet and Internet); Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Understanding confidentiality in Government; Policy analysis and implementation; Financial management; Report writing;

**DUTIES**

Key Performance Areas: Provide support the Regional Head (RH) in decision making and planning; attend to correspondences in the Regional Head’s office; Monitor and track business objectives; oversee the office’s activities and resources of the Regional Head; provide effective people management.

**ENQUIRIES**

Mrs RR Moabelo Tel No: (011) 332 9000

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za and TsMaphoto@justice.gov.za

**POST 27/41**

INTERNAL AUDITOR: GENERAL ASSURANCE REF NO: 20/66/IA

**SALARY**

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

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). A driver’s license will serve as an advantage. Skills and Competencies: Communication (written and verbal); Financial Management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

**DUTIES**

Key Performance Areas: Conduct audit assignments in accordance with the audit methodology; Provide input in conducting risk assessments; Assist in planning audit assignments; Gather background information and preliminary information on allocated audit areas; Gather sufficient appropriate audit evidence to reach valid conclusion; Compile audit findings and prepare
exception report as well as possible areas of improvement/recommendations;
Perform administrative functions of Internal Audit activity.

ENQUIRIES : Mr S.J Kgafela Tel No: (012) 315 1042
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-66-IA@justice.gov.za
NOTE : People with disabilities are encouraged to apply

POST 27/42 : ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 20/113/SA

SALARY : R301 452 – R847 047 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE : State Attorney: Kimberley
REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
DUTIES : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.

ENQUIRIES : Mr E. Seerane Tel No: (012) 315 1780
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-113-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.
DEPARTMENT OF MINERAL RESOURCES AND ENERGY
The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS
Please read carefully and follow instructions as stated below: Applications must be forwarded to vacancies@dmre.gov.za. Applicants are directed to only quote the reference number of the post they are applying for, on the subject section of the email, e.g. “DMRE/2020/0001” or Ref No: DMRE/2020/0001. Failure to follow the direction above may result in the application being incorrectly administered. Applicants are also advised to scan and compress their applications into one pdf document or similar un-editable format not bigger than 5 megabytes containing a signed Z.83 form and a comprehensive Curriculum Vitae only. Copies of the qualifications will only be requested by the Department from shortlisted candidates. General enquiries may be brought to the attention of Ms T Sibutha Tel No: (012) 444 3319 / Mr P Ndlovu Tel No: (012) 406 7506/ Mr Donald Mbokota Tel No: (012) 406 7426

NOTE:
A Z.83 form is can be obtained online from Departmental Website (www.dmr.gov.za) or www.gov.za as well as other Government Departments. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated) and a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to submit the form Z83 and comprehensive CV will result in the application being disqualified. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, which will only be required if shortlisted. In case of SMS Posts, shortlisted candidates will be subjected to a Technical exercise and Competency Assessments. Note that correspondence will only be limited to the short-listed candidates. If an invitation of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za

MANAGEMENT ECHELON

POST 27/43
DIRECTOR: CRIMINAL ENFORCEMENT REF NO: DMRE/2020/0011

SALARY: R1 057 326 per annum (Level 13) (All-inclusive package)
CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate legal qualification at NQF level 7 (Bachelor of Laws, while an admission as a Legal Practitioner (Attorney or Advocate will be an added advantage) / B. Sc Environmental Studies/ Hydrology with Environmental Laws. Criminal Investigation and Law and/ or Policing at NQF Level 7 as well as a certificate of entry into senior Management Service. (a Post graduate Qualification will be a further added advantage). This must be accompanied by a minimum of 5 years’ experience at middle management level in Criminal investigation and prosecutions Knowledge Of: Investigation best practice. Knowledge of: environmental policies, legislation, international instrument, civil

**DUTIES**
- Manage criminal investigations into alleged environmental violations. Manage the preparation of legally effective criminal court documents. Analyse complex criminal matters and provide advice guided by relevant legislation. Communicate with complainants, transgressors as well as various stakeholders to assist with law enforcement (SAPS, NPA etc.) and provide advice. Manage the function of an Environmental Resource Inspector by investigating compliance and preparing the case for information for prosecution. Manage the establishment and maintenance of appropriate internal controls and reporting systems. Manage the Directorate, train and supervise staff on conducting investigations and taking statements. Prepare information and data required for criminal investigation and prosecution. To manage and to ensure effective investigation of environmental crimes and initiate criminal prosecutions or administrative fines.

**ENQUIRIES**
Ms N Khanyile Tel No: (012) 444 3776

**NOTE**
Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: [https://www.thensg.gov.za](https://www.thensg.gov.za). Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

**POST 27/44**
**DIRECTOR: RADIATION SECURITY REF NO: DMRE/2020/0012**
**SALARY**
R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
- A/an appropriate Degree in Natural Science/Engineering at NQF level 7 as well as a certificate of entry into senior Management Service. Minimum 5 years’ experience at middle/senior managerial level in the energy sector, Plus the following competencies: Knowledge of: Thorough Knowledge of Security Management and Analysis of Intelligence information, Nuclear Policy and legislation, Nuclear Energy in General and Nuclear non-proliferation in particular, Government processes, Departmental procedures and protocol.
- Skills: Computer literacy, Communications skills at Junior management level, Should be able to manage research projects and project leaders, Should be able to organise and control meetings, workshops etc. Good writing skills are required, Must be able to perform administrative tasks, Interpersonal skills, Thinking Demand: Logical. Creative/ Innovative thinker. Objective. Accurate. Diplomatic.

**DUTIES**
- Provide Strategic Direction on nuclear radiation security. Approve nuclear and radiation security plans (physical and information security) with respect to nuclear facilities and the possession of nuclear and other controlled radioactive material/substances, equipment, and related technologies. Provide strategic leadership on nuclear and radiation security. Provide advice on the implementation and interpretation of international conventions/agreements, the legislative framework. National Security Emergency Response Plans, etc. with regard to nuclear and radiation security. Manage the Directorate.

**ENQUIRIES**
Mr Z Mbambo Tel No: (012) 406 7665

**NOTE**
Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: [https://www.thensg.gov.za](https://www.thensg.gov.za). Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

**POST 27/45**
**NUCLEAR POWER REACTOR SPECIALIST REF NO: DMRE/2020/0013**
**SALARY**
R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)

**CENTRE**
Head Office, Pretoria
**REQUIREMENTS**

A/an appropriate Master’s degree of Engineering specializing in Nuclear Power as well as a certificate of entry into senior Management Service. 10+ years' experience in nuclear industry and nuclear technology in particular which 5 years' experience must be at middle/senior managerial level. Plus the following competencies: Knowledge of: Thorough knowledge of Nuclear Technology; Nuclear Policy and Legislation; Nuclear Energy in General and Nuclear technology in particular; Government processes; Departmental procedures and protocol. Skills: Computer literacy, Communication skills at Junior management level, Should be able to manage research projects, Should be able to organise and control meetings, workshops etc, Good writing skills are required, Must be able to perform administrate tasks, Interpersonal skills, Thinking Demand: Analytical thinking; Information evaluation.

**DUTIES**

Represent the Department, advise, liaise and report on all matters related to planning and scoping of the building of new nuclear plants programme; Management and execution of the building of new nuclear plants programme; Support structure required for the building of new nuclear plants programme; Public inputs and environmental impact assessments. Advice and assist management with strategic issues pertaining to the building of new nuclear plants programme. Mentor DMRE officials on matters pertaining to the building of new nuclear Plants.

**ENQUIRIES**

Ms K Maphoto Tel No: (012) 406 7498

**NOTE**

Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**POST 27/46**

**DUTY**

**SALARY**

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

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**


**DUTIES**

Co-ordinate the development, implementation and maintenance of OD strategies, policies and systems. Manage the Change Management support function. Oversee the Organisational Development, Business Process Management, Job evaluation and Form Design. Manage the Directorate.

**ENQUIRIES**

Ms N Rapoo Tel No: (012) 444 3362

**NOTE**

Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
POST 27/47

DEPUTY DIRECTOR: NUCLEAR TECHNOLOGY

REF NO: DMRE/2020/0015

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

CENTRE: Head Office, Pretoria

REQUIREMENTS:
An Appropriate Degree in Natural Sciences or Engineering as well as a
Minimum of 3 years’ junior management experience in the Nuclear sector,
PLUS the following competencies: Knowledge of: Knowledge of various
nuclear technology stakeholders as well as their roles and responsibilities; A
thorough understanding of different pieces of legislation governing nuclear
technology and the effects thereof; Skills: Problem solving skills; Computer
Literacy; Report writing and formulation skills; Presentation Skills; Basic
Research Skills; Communication Skills; Analytical Skills. Thinking Demands:
An analytical, creative mind with the ability to picture different scenarios of the
industry; innovative thinker; Receptive to suggestions and ideas.

DUTIES:
Conduct research and analysis related to nuclear technology development,
power reactors and fuel cycle; Ensure monitoring and reporting on the
implementation progress of nuclear technology development, power reactors
and fuel cycle strategies, projects and review of plans thereof; Overseer/Analyse,
review and make recommendations on nuclear technology development applications; Contribute to drafting/maintaining the national policy
and related strategies as well as the International Atomic Nuclear Agency
(IAEA) Strategy documents for nuclear technology; Liaise with relevant
stakeholders on matters pertaining to nuclear technology development; Ensure
provision of secretariat services to various nuclear technology development,
power reactors and fuel cycle committees; Provide managerial activities.

ENQUIRIES:
Ms B Makgopa Tel No: (012) 406 7490

POST 27/48

DEPUTY DIRECTOR: NUCLEAR SAFETY, LIABILITIES AND EMERGENCY MANAGEMENT

REF NO: DMRE/2020/0016

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

CENTRE: Head Office, Pretoria

REQUIREMENTS:
An Appropriate Bachelor of Science Honours. Degree in nuclear science (a
Master of Science Degree will be an added advantage) as well as a minimum
of 3 years’ technical experience in the Nuclear sector, PLUS the following
competencies; Knowledge of: Nuclear policy and legislation; Government
processes; Knowledge of programme and project management techniques;
Knowledge of a management framework; Knowledge in nuclear safety,
liabilities and emergency infrastructure elements and their role (functions,
responsibilities, linkages, etc.); Knowledge of procurement and
budgeting/financial concepts and principles. Skills: Problem solving skills;
Computer Literacy; Report writing and formulation skills; Presentation Skills;
Basic Research Skills; Communication Skills; Analytical Skills.

DUTIES:
Define/Implement the Nuclear Emergency projects to ensure adequate
emergency preparedness and response. Ensure that the emergency
management programme is in line with the established nuclear emergency
management framework. Participate in drafting/maintaining the National
Nuclear Disaster Management Plan, legislation, and related strategies for
nuclear emergency management. Participate in the establishment/improvement of the national infrastructure for nuclear safety and emergency
management in accordance with South Africa’s needs. Ensure/Conduct
research on international recommendations and guidance on nuclear safety,
liabilities, and emergency management with a view to addressing South
Africa’s specific needs. Ensure that Nuclear safety, liabilities, and Practices are
applied in accordance with the policy and legislation. Contribute to
drafting/maintaining the national policy and related strategies for nuclear
safety, liabilities, and Emergency. Provide managerial activities.

ENQUIRIES:
Mr T Pie Tel No: (012) 406 7504

POST 27/49

DEPUTY DIRECTOR: NUCLEAR NON-PROLIFERATION AUTHORISATIONS AND OBLIGATIONS

REF NO: DMRE/2020/0017

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

CENTRE: Head Office, Pretoria

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### REQUIREMENTS
An Appropriate Degree in Natural Science/Engineering at NQF Level 7 as well as a minimum of 3 years’ experience in junior managerial and technical in nuclear industry. Experience in nuclear non-proliferation and Postgraduate degree in Nuclear/Radiation will be an added advantage, PLUS the following competencies; Knowledge of: Nuclear policy and legislation; Nuclear Energy and Nuclear non-proliferation, Governmental and Departmental procedures and protocol. Skills: Computer literacy; Communication skills; Project Management skills; Planning skills; Report writing skills; Operations management skills; Decision making; Presentation skills.

### DUTIES
Ensure the development and implementation of Nuclear Non-Proliferation obligations in terms of border control of nuclear material, equipment and related technologies; Maintenance of procedures and guidelines on the authorizations and patents processes; Oversee the The maintenance of a database & records of key role-players related to the acquisition, usage, processing, manufacturing, storage, transportation, importation, exportation and disposal of nuclear material, equipment and related technologies; Analyses, review and recommend applications for the acquisition, usage, processing, manufacturing, storage, transportation, importation, exportation and disposal of nuclear material, related material & equipment and related technologies Administration of patent applications related to nuclear materials, equipment and related technologies; Ensure the monitoring and reporting on trends/developments/agreements on Nuclear Non-Proliferation; Ensure the compilation of South Africa’s profile on Nuclear Non-Proliferation related matters; Liaise with different stakeholders; Manage the Sub-directorate.

### ENQUIRIES
Ms E Monale Tel No: (012) 406 7499

### POST 27/51: OCCUPATIONAL HYGIENE TECHNICAL ADVISOR REF NO: DMRE/2020/0019

### REQUIREMENTS
An Appropriate NQF Level 7 Qualification in Occupational Hygiene/Environmental Health and Certificate in Mine Environmental Control as well as 5 years practical experience within the mining industry in the occupational hygiene and mine environmental control environment; five (5) years’ experience in technical development of occupational hygiene guidelines and guidance notes; including inspection/auditing of the mine environmental condition. Experience in developing internal processes (audit tools, manual) PLUS the following competencies; Knowledge of: Mine Health and Safety Act; Occupational hygiene; Mine Environmental Control; Risk Assessment and

### DUTIES
Conduct research, collect and analyse data, monitor economic trends and develop forecasts on a wide variety of issues, including energy costs, inflation, commodity prices, exchange rates, business cycles, taxes and royalties and employment levels.

### ENQUIRIES
Ms N Ngcwabe Tel No: (012) 444 3004/ 3601

**NOTE**: Recommendation/ Applicants notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.

### POST 27/50: CHIEF MINERAL ECONOMIST REF NO: DMRE/2020/0018

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

### CENTRE
Head Office, Pretoria

### REQUIREMENTS
An Appropriate Honours Degree in Economics (A master's degree will be an added advantage) coupled with at least 5 years' experience working as an economist on both micro and macro-economic matters, PLUS the following competencies; Knowledge of: Understanding of macro and micro economics; Analytical abilities on mining and energy sectors; Understanding of South Africa's economic policy direction, transformation and developmental agenda. Skills: Analyse international economic trends, Leadership skills; Ability to work independently, as well as in a team; Decision making capabilities; Organisational and administration skills; Strong problem solving; Presentation skills; Well-developed interpersonal skills; Computer Literacy; Research skills. Ability to use forecasting software, well-developed communication, ability to communicate with internal and external stakeholders; Sound written and verbal communication, Sound report writing and formulation skills, Logical, innovative and creative thinking.

### DUTIES
Conduct research, collect and analyse data, monitor economic trends and develop forecasts on a wide variety of issues, including energy costs, inflation, commodity prices, exchange rates, business cycles, taxes and royalties and employment levels.

### ENQUIRIES
Ms N Ngcwabe Tel No: (012) 444 3004/ 3601

**NOTE**: Recommendation/ Applicants notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.

### POST 27/51: OCCUPATIONAL HYGIENE TECHNICAL ADVISOR REF NO: DMRE/2020/0019

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

### CENTRE
Head Office, Pretoria

### REQUIREMENTS
An Appropriate Honours Degree in Economics (A master's degree will be an added advantage) coupled with at least 5 years' experience working as an economist on both micro and macro-economic matters, PLUS the following competencies; Knowledge of: Understanding of macro and micro economics; Analytical abilities on mining and energy sectors; Understanding of South Africa's economic policy direction, transformation and developmental agenda. Skills: Analyse international economic trends, Leadership skills; Ability to work independently, as well as in a team; Decision making capabilities; Organisational and administration skills; Strong problem solving; Presentation skills; Well-developed interpersonal skills; Computer Literacy; Research skills. Ability to use forecasting software, well-developed communication, ability to communicate with internal and external stakeholders; Sound written and verbal communication, Sound report writing and formulation skills, Logical, innovative and creative thinking.
strategy development and execution. Skills: Strong communication; Analytical and report writing skills; Investigation, inquiries, inspection and auditing; Stakeholder management; Planning and execution of task; planning, organising and execution of task; and Computer literacy. Thinking Demands: Good memory; Analytical, Decisive; Innovative; Interpretation.

DUTIES: Participate and render technical support on investigations and inquiries conducted in terms of the Mine Health and Safety Act (MHSA) where a high level of technical expertise is required. Analyse and monitor occupational health related incidents and trends, conduct research and liaise with the Mine Health and Safety Inspectorate (MHSI), national and international counterparts. Provide internal processes for all regions in order to assist with uniformity and consistency in the enforcement of the provisions of the MHSA. Identify training needs, provide advice to Support Services Unit as well as provide mentorship and knowledge transfer to the MHSI. Identify research needs, legislation and policy requirements and provide technical inputs to the MHSC Policy Unit. Participate in tripartite structures and technical task groups for the development of national standards specifications. Provide inputs for the monthly, quarterly, and annual reports of the Chief Directorate Occupational Health.

ENQUIRIES: Ms CT Kekana Tel No: (012) 444 3646

POST 27/52: INSPECTORS OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2020/0020 (X2 POSTS)

SALARY: R733 257 per annum (Level 11) (All-inclusive package)
CENTRE: North-West Regional Office, Rustenburg
REQUIREMENTS: An appropriate Mine Manager's Certificate of Competency (Metalliferous and/or Coal) or be registered as a Professional Mining Engineer. Coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act. Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management. Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation. Planning and organising. Computer literacy. Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Innovative and creative thinking ability. Ability to work under pressure.

DUTIES: Enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and audits, conduct inquiries and investigation into accidents and incidents; Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines; Give support and assistance in the promotion of health and safety in the mining industry; Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms; Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry; Manage information systems; Support and develop a transformation process within the regional office.

ENQUIRIES: Mr HM Mothiba Tel No: (014) 594 9240
NOTE: Recommendation: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver’s licence.

POST 27/53: INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMRE/2020/0021

SALARY: R733 257 per annum (Level 11) (All-inclusive package)
CENTRE: Northern Cape Regional Office, Kimberley
REQUIREMENTS: An appropriate Certificate of Competency for mechanical or Electrical Engineer Mining and an appropriate qualification at NQF 6, or be registered as a Professional Mining Engineer coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Regulations and Legal proceeding; Hazard Identification and Risk Management Public service staff code; Basic knowledge of labour relations; Human resources management; Extensive knowledge and experience of both underground and surface mining; Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Skills: High level management; Risk assessment techniques; Conflict resolution, Negotiation; Planning and organising; Computer literacy; Report writing and formulation.
Thinking Demands: Innovative and creative thinking ability; Others: Ability to work under pressure.

DUTIES: The appointee's primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems; Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions; Test and license equipment on mines e.g. Winders, lifts, chairlifts, boilers and conduct statutory inspections; Conduct oral and written examinations i.e certificate of competency in engineering on setters certificate and mine overseer's certificate; Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR's and township development; Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g MQA/MRAC/SIMRAC.

ENQUIRIES: Mr TM Mateta Tel No: 079 9832024/082 446042

NOTE: Recommendation: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence.

POST 27/54: INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2020/0022 (X2 POSTS)

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

CENTRE: Northern Cape Regional Office, Kimberley

REQUIREMENTS: An appropriate Certificate in Mine Environmental Control and an appropriate qualification at NQF 6 coupled with relevant experience, Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations; Legal Hazard Identification and Risk Management; Public service staff code; Basic knowledge of labour relations; Human resources management. Skills: High level management; Risk assessment techniques; Conflict resolution, Negotiation; Planning and organising; Computer literacy. Thinking Demands: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhance; Innovative and creative thinking abilities; Others: Ability to work under pressure.

DUTIES: The appointee’s primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Statistical analysis and conducting inspections on different mines based on the performance and Health and safety statistics prioritising high risk mining. Analyse occupational Hygiene Reports, write report and give appropriate instructions for remedial actions to be implemented; Investigate mine related accident, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action; Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal or written instructions; Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights and permits, emp’s and township development; Compile report by giving relevant inputs to Head of branch on matter related to Hygiene.

ENQUIRIES: Mr TM Mateta Tel No: 079 9832024/082 446042

NOTE: Recommendation: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver’s licence.

POST 27/55: INSPECTORS OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2020/0023 (X2 POSTS)

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

CENTRE: North-West Regional Office, Klerksdorp

REQUIREMENTS: An appropriate Mine Manager's Certificate of Competency (Metalliferous and/or Coal) coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act; Extensive knowledge and experience of both underground and surface mining; Understanding of the Department's policies aimed at optimal utilisation of mineral resources; Basic knowledge of labour relations and human resources management. Skills: High level management; Risk assessment techniques;
Conflict resolution, Negotiation; Planning and organising; Computer literacy. Thinking Demands: innovative and creative thinking abilities; Others: Ability to work under pressure.

**DUTIES**

The appointee’s primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and audits, conduct inquiries and investigations into accidents and incidents; Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines; Give support and assistance in the promotion of health and safety in the mining industry; Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms; Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry; Manage information systems; Support and develop a transformation process within the regional office.

**ENQUIRIES**

Mr J Melembe Tel No: (018) 487 4316

**NOTE**

Recommendation: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver’s licence. Applicants are notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.

**POST 27/56**

MINE ECONOMIST REF NO: DMRE/2020/0024

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Western Cape Regional Office

**REQUIREMENTS**

an appropriate bachelor’s degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, coupled with relevant experience and a valid driver’s licence. Plus the following competencies: Knowledge of: Relevant provisions of MPRDA, Understanding of Government policy and processes regarding valuations of mine and asset valuations, In depth mining technical and economical knowledge. Skills: analytical skills, Financial and accounting skills in relation to mining projects, Ability analyse market demand for minerals and quantify potential revenue, Computer literacy, Excellent Verbal and written Communication skills, Ability to negotiate clearly and concisely at different levels. Thinking Demands: Recognise viable business opportunities, Evaluation of viability of mining operations, applying various resource valuation methods, Awareness of state goals and objectives compared to the business objectives. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.

**DUTIES**

Assist in the adjudication financial and technical ability on applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of MPRDA. Handle enquiries regarding prospecting work programmes and mining work programmes applications provide advice thereon. Provide administrative tasks for the sub-directorate. Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) (a) and (b) of the MPRDA, Monitor and evaluate annual prospecting progress reports.

**ENQUIRIES**

Ms N Tsolo Tel No: (021) 427 1052

**NOTE**

Recommendation: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 27/57**

STATE ACCOUNTANT: RECEIVABLES REF NO: DMRE/2020/0025

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Western Cape Regional Office

**REQUIREMENTS**

an appropriate Degree or N Diploma in Accounting or Auditing, coupled with relevant experience. Plus, the following competencies: Knowledge of: Accounting and Basic Accounting System; Public Finance Management Act; Treasury Regulations; Banking and Cash Management. Skills: Advanced Computer Literacy (spreadsheet techniques; Effective Revenue Management Skills, Ability to communicate at all levels. Thinking Demands: Data and GAP analysis; Problem solving; Creativity. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.

**DUTIES**

Review the receivables registers for completeness (sequential numbering and accuracy). Verify the payables against files opened (mining & prospecting files) and contracts. Verify the receipts against the bank statements and prepare
weekly and monthly reports of receivables. Confirm outstanding balances/amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivables to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office. Revenue Management system (capturing of new contracts).

**ENQUIRIES** : Mr M R Petro Tel No: (021) 427 1039

**NOTE** : Recommendation: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 27/58** : ADMINISTRATION CLERK REF NO: DMRE/2020/0026

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

**CENTRE** : North-West Regional Office, Klerksdorp

**REQUIREMENTS** : A matric certificate coupled with working experience Plus the following competencies: Knowledge of: Knowledge of data capturing processes; Public Service Prescripts. Skills: Computer literacy (MS Office package); Ability to use spreadsheet and data capturing packages; Ability to meet deadlines; Strong interpersonal and problem-solving skills. Thinking Demands: Innovative and creative thinking abilities. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.

**DUTIES** : Data capturing of all occupational hygiene returns received from mines; Keep record of all received occupational hygiene returns; Filing of occupational hygiene reports; Liaise and verify with Inspectors on expected and outstanding occupational hygiene reports; Provide assistance in generating monthly and quarterly occupational reports when required; Provide of administrative support service to the manager/unit.

**ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4316

**NOTE** : Recommendation: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply. Applicants are notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.
ANNEXURE G

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

APPLICATIONS : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.

CLOSING DATE : 14 December 2020

NOTE : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted.

CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid drivers license will be a requirement where applicable. Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for post on or after 1 January 2021, he or she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.

ERRATUM: Kindly note that the post of State Advocate with Ref No: Recruit 2020/456; Registry Clerk with Ref No Recruit 2020/468 with closing date of 02 November 2020 advertised in Public Service Vacancy Circular 24 dated 16 October 2020 has been withdrawn. The correct Centre for the post Administrative Clerk with Ref No Recruit 2020/465 is DPP: Kimberley NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

POST 27/59 : SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/477
National Prosecutions Service
(Re-Advert)

SALARY : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)

CENTRE : DPP: Mthatha

REQUIREMENTS : A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets, decide on the institution
of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the state in all courts. Promote partner integration, community involvement and customer satisfaction in conjunction with the partners in the criminal justice system.

ENQUIRIES: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS: e-mail Recruit2020477@npa.gov.za

POST 27/60: SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/478 (X8 POSTS)
(Three-year contract)
Investigating Directorate
(Re-advert)

SALARY: R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)
CENTRE: Pretoria
REQUIREMENTS: A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES: Jacques du Toit Tel No: (012) 845-6263
APPLICATIONS: e-mail Recruit2020478@npa.gov.za

POST 27/61: DEPUTY DIRECTOR: COURT PREPARATION
National Prosecution Service

SALARY: R869 007 per annum (Level 12) (Total Cost Package) MMS
CENTRE: DPP: Pretoria Ref No: Recruit 2020/479
DPP: Mpumalanga Ref No: Recruit 2020/480
DPP: Grahamstown Ref No: Recruit 2020/530

DUTIES: Oversee court the preparation programme provided by Court Preparation Officers within the NPA for the Division region. To mentor, coach, ensure effective transfer of skills to the Court Preparation Officials. Give guidance to the DPP/Governance Coordinators/Chief Prosecutors/SPP/ and Court Preparation Officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment.
roll out and management of court preparation services in the region for the prevention of secondary traumatisation and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the Peace model and Victim Impact Statements for Court Preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the Victim’s Charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including National office. Perform all duties related thereto and duties assigned by the DDPP. Manage staff and other resources.

ENQUIRIES:
DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Mpumalanga Gift Chiloane Tel No: (013) 045 0623
DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 602 3046

APPLICATIONS:
DPP: Pretoria e mail Recruit2020479@npa.gov.za
DPP: Mpumalanga e mail Recruit2020480@npa.gov.za
DPP: Grahamstown e mail Recruit2020530@npa.gov.za

POST 27/62: REGIONAL HEAD REF NO: RECRUIT 2020/481
Office for Witness Protection

SALARY: R869 007 per annum (Level 12) (Total Cost Package) MMS
CENTRE: Bloemfontein
REQUIREMENTS:
An appropriate B degree (NQF level 7) / Three (3) year Diploma (NQF level 6). Btec i Advance Certificate: VIP Protection will be an advantage. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have completed middle management course. Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver’s license (EB). Willing to undergo security clearance.

DUTIES:
Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.

ENQUIRIES: Girles-Kate Maletswa Tel No: (012) 845-6913
APPLICATIONS: e mail Recruit2020481@npa.gov.za

POST 27/63: REGIONAL COURT CONTROL PROSECUTOR
National Prosecutions Service

SALARY: R847 047 - R1 384 479 per annum (Level SU-3) (Total Cost Package)
CENTRE : CPP: Mthatha Ref No: Recruit 2020/490
CPP: West Rand (Krugersdorp) Ref No: Recruit 2020/491
(Roodepoort) Ref No: Recruit 2020/492

REQUIREMENTS : A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State’s case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
CPP: West Rand Sydwell Namuhuchu Tel No: (011) 220 4005

APPLICATIONS : CPP: Mthatha e mail Recruit2020490@npa.gov.za
CPP: West Rand (Krugersdorp) e mail Recruit2020491@npa.gov.za
(Roodepoort) e mail Recruit2020492@npa.gov.za

POST 27/64 : STATE ADVOCATE
National Prosecutions Service
(Re-advert)

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)

CENTRE : DPP: Limpopo Ref No: Recruit 2020/485 (X3 Posts)
DPP: Mthatha Ref No: Recruit 2020/486 (X2 Posts)

REQUIREMENTS : A recognized four years legal qualification. At least five-year’s post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charged sheet, indictments and court documents and dealing with presentations. Strongly interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the state in all courts. Prepare cases for court, including the acquisition of additional evidence and charge sheets and indictments. Present the state’s cases in court, lead and cross-examine witnesses, address the court on inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and head of argument and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecutions on behalf of the state. Perform all duties including administrative duties, related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Promote partner integration, community involvement and customer satisfaction in conjunction with the partners in the criminal justice system.

ENQUIRIES : DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0285
DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607

APPLICATIONS : DPP: Limpopo e mail Recruit2020485@npa.gov.za
DPP: Mthatha Recruit2020486@npa.gov.za

POST 27/65 : STATE ADVOCATE REF NO: RECRUIT 2020/487 (X8 POSTS)
(Three-year Contract)
Investigating Directorate
(Re-advert)

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
**CENTRE**: Pretoria  
**REQUIREMENTS**: A recognized four-year legal qualification. At least five years’ post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.  
**DUTIES**: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State’s case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.  
**ENQUIRIES**: Jacques du Toit Tel No: (012) 845-6263  
**APPLICATIONS**: e mail Recruit2020487@npa.gov.za  
**POST 27/66**: STATE ADVOCATE  
Specialised Commercial Crime Unit  
**SALARY**: R763 212 - R1 266 156 per annum (LP- 7 to LP-8) (Total Cost Package)  
**CENTRE**: Pretoria Ref No: Recruit 2020/488 (X2 Posts) (Re-advert)  
Mpumalanga Ref No: Recruit 2020/509  
Cape Town (George) Ref No: Recruit 2020/532 (X2 Posts)  
(Mossel Bay) Ref No: Recruit 2020/533  
(Oudshoorn) Ref No: Recruit 2020/489  
**REQUIREMENTS**: A recognized four-year legal qualification. At least five years’ post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills.  
**DUTIES**: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state.  
**ENQUIRIES**: Pretoria Vusi Skhosana Tel No: (012) 842 6952; Mthatha Linda Makayi Tel No: (047) 501 2607; Mpumalanga Khensani Laphondo Tel No: (013) 045 0635; Cape Town Janice September Tel No: (021) 944 6700  
**APPLICATIONS**: Pretoria e mail Recruit2020488@npa.gov.za  
(Oudshoorn) Recruit2020489@npa.gov.za  
Mpumalanga e mail Recruit2020509@npa.gov.za  
Cape Town (George) e mail Recruit2020532@npa.gov.za  
(Mossel Bay) e mail Recruit2020532@npa.gov.za
POST 27/67: SECURITY AND RISK SPECIALIST
Security Management Services

SALARY: R733 257 per annum (Level 11) (Total Cost Package) MMS
CENTRE: Port Elizabeth Ref No: Recruit 2020/482
East London Ref No: Recruit 2020/483
Pietermaritzburg Recruit 2020/484


DUTIES: Manage and coordinate the security functions in the NPA sub-divisional office (including coordination for the implementation of the OHS programs in the sub-division. Monitor the services of the contracted security service providers in terms of the service level agreement for guarding and special services (close protection). Conduct preliminary investigative enquiries for security breaches and provide recommendations for security improvements to head office. Laise regularly with the local security stakeholders for security advise. Coordinate security services for the NPA in high risk cases in the region. Conduct threat assessments to the NPA threatened officials and submit reports with recommendations to head office. Coordinate assessments for Threat and Risk Assessments for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the subdivision. Facilitate and coordinate personnel security, classification of information as well as vetting administration.

ENQUIRIES: Lukas Pieterse Tel No: (012) 845 6867
APPLICATIONS: Port Elizabeth Recruit2020482@npa.gov.za
East London Recruit 2020483@npa.gov.za
Pietermaritzburg Recruit2020484@npa.gov.za

POST 27/68: HEAD COURT CONTROL PROSECUTOR 2 REF NO: RECRUIT 2020/531
National Prosecutions Service

SALARY: R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 TO SU-2)
CENTRE: CPP: Queenstown (Cradock)

REQUIREMENTS: A recognised four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.

DUTIES: Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State’s case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES: Nomfuneko Ntapane Tel No: (046) 602 3046
APPLICATIONS: e mail Recruit2020531@npa.gov.za
POST 27/69 : REGIONAL COURT PROSECUTOR
National Prosecutions Service

SALARY : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE : CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2020/493
CPP: Butterworth Ref No: Recruit 2020/494
CPP: Witbank (Secunda) Ref No: Recruit 2020/495
(Evander) – Recruit 2020/496 (X2 Posts)
CPP: Queenstown (Aliwal North) Ref No: Recruit 2020/497
CPP: Mthatha Ref No: Recruit 2020/534

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
CPP: Witbank Ndumiso Bhembe Tel No: (013) 045 0623

APPLICATIONS : CPP: Odi (Ga-Rankuwa) e mail Recruit2020493@npa.gov.za
CPP: Butterworth e mail Recruit2020494@npa.gov.za
CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3046
CPP: Mthatha e mail Recruit2020497@npa.gov.za

POST 27/70 : DISTRICT COURT CONTROL PROSECUTOR
National Prosecutions Service

SALARY : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)

CENTRE : CPP: Butterworth (Cofimvaba) Ref No: Recruit 2020/498
(Tsomo) Ref No: Recruit 2020/499 (Re-advert)

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State’s case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES : Linda Mankayi Tel No: (047) 501 2607

APPLICATIONS : CPP: Butterworth (Cofimvaba) e mail Recruit2020498@npa.gov.za
(Tsomo) e mail Recruit2020499@npa.gov.za
POST 27/71: DISTRICT COURT PROSECUTOR
National Prosecutions Services

SALARY: R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)

CENTRE:
CPP: West Rand (Protea) Ref No: Recruit 2020/500 (X 6 Posts)
CPP: Nelspruit (Mhala) Ref No: Recruit 2020/501 (Mkhuhlu) Ref No: Recruit 2020/502

REQUIREMENTS:
A recognised four-year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage.

DUTIES:
Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES:
CPP: West Rand Sydwell Namuhuchu Tel No: (011) 220 4005
CPP: Nelspruit Ndumiso Bhembe Tel No: (013) 045 0633

APPLICATIONS:
CPP: West Rand (Protea) e mail Recruit2020500@npa.gov.za
CPP: Nelspruit (Mhala) e mail Recruit2020501@npa.gov.za (Mkhuhlu) e mail Recruit2020502@npa.gov.za

NOTE:
N.B: Relevant Service Certificates Must Accompany The Application.

POST 27/72: REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2020/503

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE:
DPP: Limpopo

REQUIREMENTS:
An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6). Minimum of two years relevant experience. Working knowledge and understanding of the legislative framework governing the Public Service. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES:
Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management. Supervise the operation and operate office machines in relation to the registry function.

ENQUIRIES:
Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS:
e-mail: Recruit2020503@npa.gov.za

POST 27/73: COURT PREPARATION OFFICER
National Prosecutions Services

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE:
CPP: Mthatha - Recruit 2020/504 (Re-advert)
CPP: Port Elizabeth Ref No: Recruit 2020/527
DPP: Grahamstown Ref No: Recruit 2020/528
CPP: Queenstown Ref No: Recruit 2020/ 529

REQUIREMENTS:
An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.

DUTIES:
Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Laise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES:
CPP: Mthatha Linda Manikayi Tel No: (047) 501 2607
CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
DPP: Grahamstown & CPP: Queenstown Nomfuneko Ntaphane Tel No: (046) 602 3046

APPLICATIONS:
CPP: Mthatha e mail: Recruit2020504@npa.gov.za
POST 27/74 : PERSONAL ASSISTANT REF NO: RECRUIT 2020/476
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : CPP: Mmabatho
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Provide secretarial and administration support service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the office. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and corporate services with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit2020476@npa.gov.za

POST 27/75 : PERSONAL ASSISTANT REF NO: RECRUIT 2020/526
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid drivers license.

DUTIES : Provide secretarial and administration support service to the Director of Public Prosecutions. Diary management and co-ordination of office activities for the Director of Public Prosecutions. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the Director of Public Prosecutions. Type documents for the Director of Public Prosecutions. Provide clerical support services to the Director of Public Prosecutions. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items. Liaise with other offices of the NPA and external stakeholders and partners with regard to all matters pertaining to the administrative functions of the office of the Director of Public Prosecutions.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e mail Recruit2020526@npa.gov.za

POST 27/76 : SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2020/522
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DPP: Pietermaritzburg
**REQUIREMENTS**

An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years’ experience in fleet, travel and facilities environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Willing to travel. Excellent communication and administrative skills.

**DUTIES**

Ensure that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liaison person with the DPW and other stakeholders. Ensure that fleet vehicles are properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Provide assistance to regional staff when needed. Compile and submit monthly reports. Assist the manager in ensuring compliance. Assist and advice the Assistant Director: Administration.

**ENQUIRIES**

Thabsile Radebe Tel No: (033) 392 8753

**APPLICATIONS**

e mail Recruit2020522@npa.gov.za

**POST 27/77**

**FINANCE CLERK**
National Prosecutions Service

**SALARY**
R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**
DDPP: Bisho Ref No: Recruit 2020/505
DPP: Kimberley Ref No: Recruit 2020/506

**REQUIREMENTS**
Grade twelve (12) or equivalent qualification. Knowledge of finance and procurement management system. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

**DUTIES**
Process the payments for the service providers for the unit e.g. subsistence and travelling claims in line with available budget and maintain asset register. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and check discrepancies. Distribute payslips, IRP5’s and stationery to the unit. Manage petty cash and liaise with Administration regarding all matters pertaining to Finance.

**ENQUIRIES**
DDPP: Bisho Talita Raga Tel No: (040) 608 6800
DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539

**APPLICATIONS**
e mail Recruit2020505@npa.gov.za
e mail Recruit2020506@npa.gov.za

**POST 27/78**

**CONTROL ROOM OPERATOR RECRUIT 2020/507 (X2 POSTS)**
Security Management Services

**SALARY**
R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**
Pietermaritzburg

**REQUIREMENTS**
Grade 12 or equivalent qualification. Two years’ experience in the security industry in a control environment (CCTV, BMS and integrated electronic security systems) will be an added advantage. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends and/or. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. Knowledge of security management in public sector administration (MISS & MPSS documents). A valid driver’s license.

**DUTIES**
Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the
emergency systems and immediately report incidents. Liaise with internal and external stake holders.

ENQUIRIES: Allen Prakash Tel No: (012) 845 6049
APPLICATIONS: e-mail Recruit2020507@npa.gov.za

POST 27/79: ADMINISTRATIVE CLERK REF NO: RECRUIT 20202/510
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: CPP: Port Elizabeth (Grahamstown)
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

ENQUIRIES: Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS: e-mail Recruit2020510@npa.gov.za

POST 27/80: ADMINISTRATIVE CLERK
Asset Forfeiture Unit

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: Bloemfontein Ref No: Recruit 20202/511
Mmabatho Ref No: Recruit 2020/512
Kimberley Ref No: Recruit 2020/513
Polokwane- Ref No: Recruit 2020/514
Pretoria Ref No: Recruit 2020/515
East London Ref No: Recruit 2020/516
Nelspruit Ref No: Recruit 2020/517
Port Elizabeth Ref No: Recruit 2020/518
Cape Town Ref No: Recruit 2020/519
Johannesburg Ref No: Recruit 2020/520
Durban Ref No: Recruit 2020/521

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Thorough knowledge of the PFMA, Treasury Regulations, Supply Chain Management Regulations and Asset management guidelines. Ability to act independently. Basic numeracy skills. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Administrative skills.

DUTIES: Receive and open files for curator accounts. Make photocopies, send fax and emails. Capture and stamp incoming curator accounts in the register. Capture and update spreadsheets and registers. Forward curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain registers for incoming and outgoing correspondences. Obtain copies of court orders, schedule of asset, interim curator report and valuation of certificates of assets. Maintain a register of all seized assets. Maintain all records for unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and update a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Ensure execution of forfeiture orders is not outstanding for more than 180 days. Conduct age analysis of long outstanding unfulfilled cases and report to EO.

ENQUIRIES: Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS: Bloemfontein e-mail Recruit20202511@npa.gov.za
Mmabatho e-mail Recruit2020512@npa.gov.za
Kimberley e-mail Recruit2020513@npa.gov.za
Polokwane e-mail Recruit2020514@npa.gov.za
POST 27/81

ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/523
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Pietermaritzburg
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on Persal and BAS systems. Ability to act independently. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills.

DUTIES: Receiving, recording of all financial transactions in the region. Assist to draw weekly, monthly and quarterly reports for budget and expenditure monitoring and reporting purposes. Assist with the costing of compensation of employees, goods and services. Receive and register invoices. Check invoices for correctness. Process and capture S & T, cellphones and overtime claims. Filing of all finance related documents including updating of manual and electronic registers.

ENQUIRIES: Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS: e mail Recruit2020523@npa.gov.za

POST 27/82

ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/524
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Pietermaritzburg
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Ability to act independently. Basic numeracy skills. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Valid driver’s license.

DUTIES: Provide support to the office with regards to the Asset Management functions. Assist with the verification of assets such as furniture, equipment and IT assets. Update the asset register with the acquisitions, movements, losses and disposals. Bar-coding of new assets and recording of these assets. Compilation of asset reports. Do filing of asset reports. Assist to identify redundant, broken furniture and equipment for disposals.

ENQUIRIES: Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS: e mail Recruit2020524@npa.gov.za

POST 27/83

ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/525
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Pietermaritzburg
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Ability to act independently. Basic numeracy skills. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Willing to work extended hours if need arise. Valid driver’s license.

DUTIES: Ensure that the various Building Management Systems (gas suppression system, fire alert system, generators, water tanks, elevators, air conditioning system) are properly maintained. Conduct daily building inspections to ensure that the facilities service provider is adhering to the SLA and ensure that there are no issues or faults in the building. Ensure adherence to the SLA and contractual obligations for building systems and equipment. Conduct biweekly testing of generator and inspection of diesel and water tanks. Ensure servicing
schedules for all building equipment and systems are strictly adhered to as per DPW instructions. Liaise with DPW and the facilities company supervisor with regard to reporting faults. Keep a record of building faults, calls logged with DPW and resolutions. Maintain organized records for all building and facilities management. Manage contractors on site and ensure resolution of issues. Keep management updated on progress of fault resolution. Assist with OHS related matters.

ENQUIRIES: Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS: e mail Recruit2020525@npa.gov.za

POST 27/84: MESSENGER DRIVER REF NO: RECRUIT 2020/508
National Prosecutions Service

SALARY: R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE: DPP: Mthatha
REQUIREMENTS: Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver’s license.
DUTIES: Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
ENQUIRIES: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS: e mail Recruit2020508@npa.gov.za
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Gauteng Local Division: Johannesburg/ Labour and Labour Appeal Court: Johannesburg: 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.

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

Kwa-Zulu Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

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

CLOSING DATE

11 December 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.

OTHER POSTS

POST 27/85: DEPUTY DIRECTOR: PERFORMANCE REPORTING REF NO: 2020/145/OCJ

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

CENTRE: National Office: Midrand


ENQUIRIES: Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533

POST 27/86: COURT MANAGER REF NO: 2020/146/OCJ

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

CENTRE: Northern Cape High Court: Kimberley

REQUIREMENTS: A three (3) year’s relevant qualification in management or administration. Minimum of Six (6) 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: Ms S Ruthven Tel No: (053) 807 2733

POST 27/87: LAW RESEARCHER REF NO: 2020/147/OCJ

SALARY: R376 596 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: National Office: Midrand
REQUIREMENTS:
An LLB degree or four (4) years' recognized legal qualification. Two (2) years' relevant legal experience. A valid driver's licence. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Project Management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.

DUTIES:
Rendering assistance to the Judicial Service Commission and its Committees. Receiving and attending to complaints against Judges. Maintaining a register of complaints lodged against Judges. Consulting with State Attorneys and Advocates on litigation matters. Maintaining of stakeholder relations with referral institutions. Provide research and legal assistance to the Unit. Perform any ad hoc task within the Unit.

ENQUIRIES:
Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533

POST 27/88:
PERSONAL ASSISTANT TO DDG REF NO: 2020/148/OCJ (X2 POSTS)

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

CENTRE: National Office: Midrand
REQUIREMENTS:
Secretarial Diploma or equivalent qualification. Minimum of Three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF Level 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Sound organisational skills. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES:
Provide a secretarial/receptionist support service to the DDG. Render administrative support services. Provides support to DDG regarding meetings. Supports the DDG with the administration of the DDG’s budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES:
Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533

POST 27/89:
SENIOR COURT INTERPRETER (X3 POSTS)

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

CENTRE: Northern Cape High Court Ref No: 2020/149/OCJ (X 2 Posts)
Northern Cape High Court: Kimberley Ref No: 2020/150/OCJ
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 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 organisational 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
: Cape Town - Ms M Baker Tel No: (021) 469 4000
Northern Cape - Ms S Ruthven Tel No: (053) 807 2733

POST 27/90
: REGISTRAR'S CLERK REF NO: 2020/151/OCJ

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

CENTRE
: Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS
: Grade twelve (12) or equivalent qualification plus zero (0) – two (2) years’ relevant experience. An understanding of appeal and petition procedures will be an added advantage. Skills and Competencies: Computer literacy. 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.

DUTIES
: Rendering of effective and efficient case flow management support services to the Court. Attend to all stakeholder enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Perform general administrative duties.

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

POST 27/91
: ADMINISTRATION CLERK REF NO: 2020/152/OCJ

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

CENTRE
: Provincial Service Centre: KZN

REQUIREMENTS
: Grade twelve (12) or equivalent qualification plus a minimum one (1) year’ relevant experience. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good interpersonal skills. Attention to details.

DUTIES

ENQUIRIES
: Ms L Marrie Tel No: (031) 372 3164

POST 27/92
: ADMINISTRATION CLERK (DCRS) REF NO: 2020/153/OCJ

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

CENTRE
: Gauteng Local Division: Johannesburg

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. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Good communication (written and verbal). Computer literacy (MS Office). Attentive to details. Good interpersonal skills. Initiative driven and flexibility.

DUTIES
: Maintenance of criminal record books and charge sheets. Writing and tracing summonses. Writing of witness fee books. Completion and issuing of committal warrants and arrest warrants. Provide administrative support in general court and case flow management. (charge sheets) and other court papers. Perform digital recording of court proceedings and ensure integrity of such records. Operate and provide support to court system. Video Remands, etc. Provide any other administrative support as required by the Judiciary, Court Manager and/or Supervisor.

ENQUIRIES
: Ms T Mbalekwa Tel No: (011) 355 0404
POST 27/93: TELECOM OPERATOR REF NO: 2020/154/OCJ

SALARY: R145 281 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Labour and Labour Appeal Court: Johannesburg

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Minimum of One (1) year in the operation of Switchboard. Experience in Clerical/Administration function will be an added advantage. Skills and Competencies: Interpersonal and organisational skills. Computer literacy. Ability to work under pressure. Good communication skills.

DUTIES: Handle incoming and outgoing call, take and convey messages. Test the switchboard consoles. Update Departmental telephone directory. Record and maintain the register from security related matters. Ensure proper maintenance of the switchboard equipment. Prepare the telephone printout for the private calls and keep records and statistics thereof. Perform other administrative duties assigned by the supervisor. Receive, record and dispatch mail, couriers.

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

POST 27/94: USHER MESSENGER (X2 POSTS)

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

CENTRE: Labour And Labour Appeal Court: Johannesburg Ref No: 2020/155/OCJ
         Gauteng Local Division: Johannesburg Ref No: 2020/156/OCJ


DUTIES: The escorting of Judges to the court rooms. The rendering of administrative support functions to the Judges and the court room crew. The maintenance of court rooms' records. The facilitation of the smooth-running of the court rooms. The collection and distribution of court files.

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

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za

FOR ATTENTION: Mr M Mabuza

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a confidential security clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however, from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

MANAGEMENT ECHELON


SALARY: R1 057 326 per annum, (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Public Service Commission House, Pretoria E, Pretoria

REQUIREMENTS: A SAQA recognized Bachelor’s Degree or equivalent qualification (new NQF level 7) in one of the following: Public Management or Public Administration or Social Sciences with prove primary research experience. A relevant post graduate qualification will be an added advantage. 5 years relevant experience in a middle/senior management post. Minimum 10 years of leading and conducting research on public administration. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/ consultant/ policy analyst/ researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. A strong understanding of the Constitution and the intersection between the rights,
values and principles as they relate to public administration. Experience and knowledge in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Excellent project management and problem solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Proven and strong research capability and research supervision skills. Conceptual ability in the design and implementation of research projects. An experienced evaluator/consultant/policy analyst/researcher, preferably somebody specialising in the organisation and administration, governance and management of institutions, underpinned by the nine principles in section 195 of the Constitution. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. A Valid Driver’s License (with the exception of disabled applicants) and willingness to travel.

**DUTIES**

Undertake research projects in public administration. Undertake reviews and evaluations of the organisation and administration of the public service (Organisation and administration include all the institutional characteristics that determine the performance of the public service, including the regulatory framework, service delivery model, governance framework, policies, structures, systems and processes). Undertake service delivery evaluations, participatory evaluations and inspections. Undertake evaluations of the compliance of public service departments with the nine principles governing public administration in section 195 of the Constitution. Provide conceptual leadership in Monitoring and Evaluation and Public Administration. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.

**ENQUIRIES**

Ms Carmen Domingo-Swarts
Tel No: (012) 352 1289

**CLOSING DATE**

18 December at 15h45

**OTHER POSTS**

**POST 27/96**

DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD/PAI/FS/11/2020

Re-advertisement, those who previously applied are encouraged to reapply)

**SALARY**

R869 007 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE**

Free State Provincial Office

**REQUIREMENTS**

Ideal Candidate Profile: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate, recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Public Administration/Law. A post graduate qualification (NQF level 8) will be an added advantage. At least three (3) to (5) years' experience in Public Administration Investigations/Forensic Investigations/Fraud and Anti-Corruption at supervisory level. Knowledge and experience of the Public Service legislation, including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with the exception of disabled applicants).

**DUTIES**

The successful candidate: Investigate complaints lodged through the PSC’s Complaints Rules or of own accord into areas of Public Administration. Gather
and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research/ evaluations on public administration practices. Draft reports with appropriate findings, recommendations/ advice / directions. Compile and make presentations on reports. Participate in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions, and update relevant databases. Perform other duties relating to labour relations improvement, professional ethics and research assigned by the Provincial Director. Provide support to the organization through participation in Office management related tasks.

ENQUIRIES : Mr S Mlisana Tel No: (051) 448 8696
CLOSING DATE : 11 December at 15h45

POST 27/97 : DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/NW/11/20
Re-advertisement, those who previously applied are encouraged to reapply

SALARY : R869 007 per annum, (All inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : North West Provincial Office
REQUIREMENTS : Ideal candidate’s profile: A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. 3-5 Years supervisory experience in Research and the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver’s license (with exception of disabled applicants). An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs.

DUTIES : Evaluate the performance of the North West provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Assist with investigation of grievances submitted to the PSC. Assist in managing and conducting Public Administration Investigations. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196 4 (e) of the North West Provincial Government.

ENQUIRIES : Mr L Mautlwa Tel No: (018) 384 1000
CLOSING DATE : 11 December at 15h45

(This is a re-advertisement, those who previously applied are encouraged to reapply)

SALARY : R869 007 per annum, (All inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The
successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Free State Provincial Office
REQUIREMENTS: Ideal candidate’s profile: A Degree or equivalent qualification (NQF Level 7) in the field of Social Sciences and/or Public Administration and/or Development Management. A post graduate qualification (NQF Level 8) will be an added advantage. 3-5 Years supervisory experience in Research and the development of Public Administration Practice. Strong technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge of Public Management, Administration, Human Resource Management Practices including Labour Relations, Ethics Infrastructure, Corporate Governance and Financial Management. Thorough understanding of government administration. Good report writing, presentation and analytical skills. People management, project management, and communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Valid driver’s license (with exception of disabled applicants). An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs.

DUTIES: Evaluate the performance of the North West provincial public service using indicators and standards for each of the principles in section 195 of the Constitution. Design and develop research project proposals and/or project plans. Conduct Monitoring and Evaluation and social research on the public service. Evaluate Public Administration practices in Provincial Departments and develop solutions to identified problems. Conduct service delivery investigations and inspections. Conduct research in Human Resource Management and Development Practices and develop solutions to identified problems. Assist with investigation of grievances submitted to the PSC. Assist in managing and conducting Public Administration Investigations. Draft reports emanating from the key performance areas, including the report on the Compliance of the Constitutional Values and Principles (Section 196 4 (e) of the North West Provincial Government.

ENQUIRIES: Mr S Mlisana Tel No: (051) 448 8696
CLOSING DATE: 11 December at 15h45
POST 27/99: DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: DD/PSMES/11/2020
Re-advertisement, those who previously applied are encouraged to reapply

SALARY: R869 007 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package). State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Public Service Commission House, Pretoria
REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Bachelor’s Degree (new NQF level 7) in Information Systems or Statistics. A post graduate qualification in the above-mentioned fields would be an added advantage. Experience in data analysis. 5 years’ experience at supervisory level in research, data analysis, monitoring and evaluation, policy analysis, management consulting, public administration and management practices and organizational performance environment. Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools. Good writing and communication (written and verbal) including presentation skills. Advanced computer skills in MS Suite e.g. Excel, Word and PowerPoint. Knowledge and experience in SQL database and Microsoft Power Business Intelligence OR other databases and BI tools. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. A valid driver’s license (with an exception of people with disability) and willingness to travel.
DUTIES: Evaluate the performance of the public service using indicators and standards for each of the principles in section 195 of the Constitution. Evaluate the performance of the public service using data analytics. Contribute to the development of the PSC’s quantitative analytical methodologies. Contribute towards the maintenance of a data warehouse/database, sourcing data from PSC in-house source systems as well as from sources across the public service. Ensure regularly update, completeness and quality of data. Produce monitoring and evaluation reports including analytical briefs. Develop and generate narrative as well as visualization reports (tables, graphs, dashboard, etc.) from spreadsheets or data base or Business Intelligence tools.

ENQUIRIES: Mr Ndivhuho Malange Tel No: (012) 352 1095
CLOSING DATE: 18 December at 15h45
POST 27/100: DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/11/2020 (2 Months Contract)

SALARY: R869 007 per annum, (All-inclusive remuneration package)
CENTRE: Gauteng Provincial Office
REQUIREMENTS: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: An appropriate recognised Bachelor’s Degree or equivalent qualification (NQF level 7) in Public Administration/Law/Labour Law/Auditing/Forensic Investigations. A post graduate qualification will be an added advantage. At least three (3) to (5) years’ experience in Public Administration Investigations/Forensic Investigations/Auditing/Fraud and Anti-Corruption at supervisory level. Knowledge and experience of the Public Service legislation, including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. Proven computer literacy in the Microsoft Office Suite. A Valid driver’s license (with the exception of disabled applicants).

DUTIES: Investigate complaints lodged through the PSC’s Complaints Rules or of own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research/evaluations on public administration practices. Draft reports with appropriate findings, recommendations/advice/directions. Compile and make presentations on reports. Participate in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions, and update relevant databases. Perform other duties relating to labour relations improvement, professional ethics and research assigned by the Provincial Director. Provide support to the organization through participation in Office management related tasks.

ENQUIRIES: Ms Faith Mashikinya Tel No: (012) 352 1139/ Ms G Nkwanyana Tel No: (011) 833 5721
CLOSING DATE: 11 December at 15h45
POST 27/101: DEPUTY DIRECTOR: PUBLIC SERVICE MONITORING AND EVALUATION SYSTEM REF NO: DD/PSMES/11/20 (2 Months Contract)

SALARY: R869 007 per annum, (All inclusive remuneration package)
CENTRE: Public Service Commission House, Pretoria
REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: A National Diploma/Bachelor’s Degree (new NQF level 7) in Information Systems or Statistics. A post graduate qualification in the above-mentioned fields would be an added advantage. Experience in data analysis. Experience at supervisory level in research, data analysis, monitoring
and evaluation, policy analysis, management consulting, public administration
and management practices and organizational performance environment.
Ability to design complex spreadsheets and reports (tables, graphs,
dashboards, etc.) using a variety of analytical methods and tools. Good writing
and communication (written and verbal) including presentation skills.
(Candidate should submit his/her CV). Advanced computer skills in MS Suite
e.g. Excel, Word and PowerPoint. An understanding of the Constitutional
Values and Principles (CVPs) in section 195 and how these CVPs contribute
towards effective public service delivery. An understanding of how this post
supports the role of the PSC regarding the CVPs. Knowledge and experience
in SQL database and Microsoft Power Business Intelligence OR other
databases and BI tools. A valid driver’s license and willingness to travel.

**DUTIES**: Evaluate the performance of the public service using indicators and standards
for each of the principles in section 195 of the Constitution. Evaluate the
performance of the public service using data analytics. Contribute to the
development of the PSC’s quantitative analytical methodologies. Contribute
towards the maintenance of a data warehouse/database, sourcing data from
PSC in-house source systems as well as from sources across the public
service. Ensure regularly update, completeness and quality of data. Produce
monitoring and evaluation reports including analytical briefs. Develop and
generate narrative as well as visualization reports (tables, graphs, dashboard,
etc.) from spreadsheets or data base or Business Intelligence tools.

**ENQUIRIES**: Mr Ndivhuho Malange Tel No: (012) 352 1095

**CLOSING DATE**: 11 December at 15h45

**POST 27/102**: DEPUTY DIRECTOR: LABOUR RELATIONS DISPUTE AND LITIGATION
(X3 POSTS)
(2 Months Contract)
This is a re-advertisement, those who previously applied are encouraged to re-
apply

**SALARY**: R869 007 per annum, (All-inclusive remuneration package)
**CENTRE**: Head Office, Pretoria and Limpopo Provincial Office
National Office Ref No Dd/Lrd/11/2020 (X2 Posts)
Limpopo Ref No: Dd/Lrd/11/2020/Lim (X1 Post)

**REQUIREMENTS**: The Public Service Commission requires the services of a technically
experienced person to support it to fulfill its constitutional mandate and for this
purpose she/he should have. An appropriate recognised National
Diploma/Bachelor’s Degree (NQF level 6/7) in Law/ Labour Relations, Human
Resource Management, Public Management. 3-5 years in Labour Relations
and supervisory experience at junior level. Professional Knowledge of Labour
Proven investigative, analytical skills legal interpretation skills. Report writing
skills. An understanding of the Constitutional Values and Principles (CVPs) in
section 195 and how these CVPs contribute towards effective public service
delivery. An understanding of how this post supports the role of the PSC
regarding the CVPs. Presentation skills and management skills and organising
skills. Proven computer literacy the Microsoft Office Suite. A Valid driver’s
license (with exception of disabled applicants).

**DUTIES**: To promote Public Service labour relations and management practices.
Investigate grievances through evaluation, research and analysis and draft
investigative reports. Monitor the implementation of Public Service
Commission’s recommendations. Management of the grievances
management system (database). Conduct research project in assigned areas.
Compile presentations on report.

**ENQUIRIES**: Mr L Yekwa Tel No: (012) 352 1140/ Ms T Makhubele Tel No: (015) 291 4783

**CLOSING DATE**: 11 December, 15h45

**POST 27/103**: DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS
(FORENSICS) REF NO: DD: PAI/F/11/2020

**SALARY**: R869 007 per annum, (All-inclusive remuneration package). The package
includes a basic salary (70% of package), State’s contribution to the
Government Employees Pension Fund (13% of basic salary) and a flexible
portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement
within three months after assumption of duty.
The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor’s Degree (NQF level 6/7) in Law/Auditing/Forensic Investigations/ Public Administration/ Social Sciences and/or related field. Three (3) to five (5) years’ experience in forensic Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver’s license (with exception of disabled applicants).

Investigate complaints lodged with the PSC into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Follow up on cases referred to departments for investigation. Conduct investigative research in public administration practices. Draft reports with appropriate findings, recommendations/advice. Compile presentations on reports. Conduct investigations/research/evaluation of complaints lodged with the PSC or of own accord into areas of Public Administration. Participate in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

Mr Vuyo Skweyiya Tel No: (012) 352 1035

18 December at 15h45

R733 257 per annum, (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

A three-year Degree in Accounting/Financial Management or a three-year National Diploma in Accounting/Financial Management or equivalent qualification with 3-5 years relevant experience in the Finance field. Generic competencies: Planning and organizing, Coordination, Problem solving and decision-making, Project management, People management and empowerment, Client orientation and customer focus, Team leadership, Diversity management. Communication (verbal and written), Technical competencies: Knowledge and understanding of: Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standard (MCS), Extensive knowledge of Basic Accounting System (BAS), General ledger reconciliation and analysis, Salary and employee tax administration, Debtor control and creditor payments, All other financial administration duties. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. A valid driver’s license (with an exception of people with disability).

Administer and implement revenue management system. Administer and implement salary system. Manage and monitor accounting and bookkeeping

ENQUIRIES: Ms NP Vutuza Tel No: (012) 352 1168
CLOSING DATE: 11 December at 15h45

POST 27/105: DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD: LR/11/2020
(2 Months Contract)

SALARY: R733 257 per annum, (All-inclusive remuneration package)
CENTRE: Public Service Commission House, Pretoria
REQUIREMENTS: An appropriate three-year Bachelor’s degree or National Diploma (NQF 6/7) in Labour Relations/Law, Human Resources Management. 3-5 years experience in Employee Relations management. Extensive experience and skills in handling complaints, disciplinary hearings and grievances. Experience in representing employer in dispute resolution forums and Departmental Bargaining Chamber. Knowledge and understanding of Public Service Legal Framework, Understanding of Basic Financial Management, negotiation, good communication (verbal and legal written), interpersonal relations, policy development, managerial and project management skills. The ability to think strategically and creatively. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver’s license (with the exception of disabled applicants).

DUTIES: Ensure that grievance and disciplinary policies are aligned to the relevant legislative frameworks. Management and employees are trained on the Grievance policy and Disciplinary Code and Procedures. Conduct an analysis of grievances received. Facilitate grievance resolution and render advice on possible solutions to management and employees. Consult with the relevant structures of authority of department in an attempt to resolve the grievance. Co-ordinate the appointment of investigating officers, employer representative and presiding officers. To administer cases of misconduct and other transgressions in the OPSC. To deal with dispute resolution in the OPSC. Maintain a database of grievances received, status of completion and of grievances not properly lodged. Ensure that submissions or reports are drafted and submitted for the decision of the Accounting Officer.

ENQUIRIES: Ms Mirriam Mahuma Tel No: (012) 352 1072
CLOSING DATE: 11 December at 15h45

POST 27/106: ASSISTANT DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS
(2 Months Contract)

SALARY: R470 040 per annum (Level 10)
REQUIREMENTS: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor’s Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/Public Administration/ Social Sciences and/or related field. A minimum of three (3) years’ experience in forensic Investigations/ Investigations/Auditing/Fraud and Anti-Corruption regarding personnel and public administration practices. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994, the Public Service Commission Act, 1997, the Public Finance Management Act, 1999, the Public Service Regulations, National Treasury Regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section
195 of the Constitution and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A valid driver’s license (with exception of disabled applicants).

**DUTIES**: Investigate complaints lodged with the PSC, or of own accord, into personnel and public administration practices. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System. Conduct investigative research into personnel and public administration practices. Draft reports with appropriate findings, recommendations/advice. Compile presentations on reports. Participate in the promotion and evaluation of the CVPs stipulated in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions and update relevant databases. Provide support to the organization through participation in office management related tasks.

**ENQUIRIES**: Ms TT Mashikinya Tel No: (012) 352 1289/ Mr L Mgego Tel No: (043) 643 4704 Ms P Kwanini Tel No: (033) 345 9997

**CLOSING DATE**: 11 December, 15h45

**POST 27/107**: STATE ADMINISTRATION OFFICER: GRIEVANCES REF NO: SAO/G/11/20 (2 Months Contract)

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Public Service Commission House, Pretoria

**REQUIREMENTS**: Ideal candidate profile: 3 year post school qualification National Diploma/Degree (NQF 6/7) in Information Systems and Statistics. 3 years’ experience in data management and analysis experience in the Public Service. Proven experience of controlling expenditure and verifying performance information. Knowledge of the public service regulatory framework and the application thereof. Ability to capture and coordinate data systematically. Ability to analyse and process data Advanced Computer Literacy. A thorough understanding of government administration. Valid code 08 driver’s licence (with exception of disabled applicants). Ability to work both independently and as part of a team. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post.

**DUTIES**: The successful candidate will be responsible for: Establish and manage database in respect of grievances lodged with the Public Service. Establish and maintain database on implementation of recommendations. Monitor trends and manage database in respect of six monthly statistics on grievance resolution in the Public Service. Compile monitoring reports to the PSC on grievances received by the PSC. Provide project administration research support and coordinate compliance with audit requirements. Provide overall administrative assistance to the Deputy Director: LRI and provide secretariat support services when arranging panel or grievance meetings.

**ENQUIRIES**: Laurence Edward Cronje Tel No: (011) 833 5721

**CLOSING DATE**: 11 December, 15h45

**POST 27/108**: STATE ADMINISTRATION OFFICER REF NO: SAO: L&LS/11/20 (2 Months Contract)

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Public Service Commission House, Pretoria

**REQUIREMENTS**: Ideal candidate profile: 3 year post school qualification National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management, Social Sciences degree or other related fields. At least 3 years’ experience in the Private Sector or Public Service, of which at least three must involve providing a support service to Director Litigation and Legal Service. Proven experience of controlling expenditure and verifying performance information. Knowledge of the public service regulatory framework and the application thereof. Advanced Computer Literacy. A thorough understanding of government administration. Valid code 08 driver’s licence (with exception of disabled applicants). Ability to work both independently and as part of a team.

**DUTIES**: The successful candidate will be responsible for: Maintaining an effective and efficient administrative support system for the D: Litigation and Legal Services.
Providing administrative and logistical support to governance events, meetings and workshops of the PSC. Providing overall performance monitoring and analysis support, by facilitating the submission of quarterly performance reports and supporting evidence and verifying submitted evidence against reported progress for reliability, relevance and accuracy. Coordinating and processing of PSC travel requests and expenditure.

ENQUIRIES : Adv. Shukrat Makinde Tel No: (012) 352 1188
CLOSING DATE : 11 December at 15h45
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

Closing Date: 11 December 2020 @ 16:30 pm

Website: www.dpme.gov.za

Note: The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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) Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme (Nyukela Certificate) as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.
MANAGEMENT ECHELON

POST 27/109 : DEPARTMENTAL PROGRAMME COORDINATOR REF NO: 29/2020
One-year contract
Office of the Director-General

SALARY : R1 057 326 per annum (Level 13). (All-inclusive salary package per annum)
CENTRE : Pretoria
REQUIREMENTS : An appropriate qualification (NQF 7) Administration/Business Management/Project Management/Communication/Public Administration/Management or any appropriate equivalent qualification with 6 years’ experience in project/programme management (5 Years at MMS level). An NQF 8 and training in Project Management will serve as an added advantage. Must have in-depth knowledge and skills to coordinate and manage programmes and projects and must be able to manage more than one project at a time. Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and/or strategic projects. Ability to work in cross-functional projects/teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Ms Excel and Ms Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : The successful incumbent will be responsible to coordinate, monitor and report on Departmental Programmes and Strategic Projects. Coordinate Programme and Strategic project priorities and resources and conduct regular audits of programme and project performance and ensure completeness of programme and project information. Prepare and update programme and project plans and status reports. This entails providing support to the Director-General through coordinating Departmental Programmes and Strategic Projects and monitoring the implementation of the programmes and projects. Produce quality programmes and strategic project performance reports and developing & strengthening of partnerships at departmental / provincial and district levels to extend DPME’s on-the-ground monitoring capability. Monitoring/recommending of the Office of the DG’s statutory responsibilities in terms of PSA and PFMA. Ensuring effective and efficient business/operational and performance annual planning for the Office of the DG and providing effective and efficient management/supervision of staff, procurement, equipment and facilities within the Office of the DG in a supportive role.

ENQUIRIES : Kindly contact Ms Sibongile Mbeleki in connection with the post, applications and advertisement, Tel No: (012) 312- 0451.
ANNEXURE K

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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.

CLOSING DATE : 14 December 2020

NOTE : Applications must quote the relevant reference number and must 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 immediate supervisor within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Requirement For All Posts - Nyukela Programme: This is a Pre-entry Certificate to Senior Management Service endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

MANAGEMENT ECHELON

POST 27/110 : DIRECTOR: NATIONAL AFRICAN PEER REVIEW MECHANISM AND OPEN GOVERNMENT PARTNERSHIP REF NO: DPSA 29/2020

SALARY : R1 057 326 per annum (Level 13). (All-inclusive package) The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria

REQUIREMENT : Senior Certificate, an appropriate B. Degree in International Relations or equivalent qualification at NQF level 7 in Public Administration/ Public Policy/ Political Science. Pre-entry Certificate for SMS. At least 5 years’ appropriate experience at MMS/SMS. A minimum of 10 years appropriate experience management level. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative framework and policy framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Managerial skills: Decision making, problem solving, written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal Relations, Team work, confidentiality, Financial Management, Human Resource Management Research, Change Management, Project and program management. Generic Skills: problem solving, decision making, Diversity Management, Communication and information management, Interpersonal relations, Facilitation, Negotiations, Presentation, Report Writing, Computer literacy, Conflict management. Technical Skills: Policy development, Development of legal agreements (SLA’s, MOU’s, etc.) Monitoring and Evaluation.

DUTIES : To manage the Development of prescripts, systems and processes for National African Peer Review Mechanism (APRM) and Open Government Partnership (OGP) programmes. To manage the provision of research, content development logistical and technical support to the implementation of the National African Peer Review Mechanism (APRM) and Open Government...
Partnership (OGP) programmes. To manage the implementation of the APRM and OGP programmes and processes. To manage the domestication of APRM and OGP within South Africa. To manage the establishment of related partnerships, stakeholders and forums. To manage the operations, systems and processes of the Directorate.

ENQUIRIES: Dr Patrick Sokhela at Tel No: (012) 336 1280
APPLICATIONS: E-Mail To: advertisement29@dpsa.gov.za
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

APPLICATIONS:

Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bos and Madiba Street, Pretoria. For Attention: Ms. NP Mudau

Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Mr. R Joseph

Nelspruit Regional Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr. E Nguyuza

Johannesburg Regional Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau

Polokwane Regional Office Applications: The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ KHOTSA

Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms. N Hlongwane

Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms. N Mzalisi

Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Mr. SS Mdlaka

Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735, hand delivery: 810 Maisantoe and Albert Luthuli Streets, Unit 3, Mmabatho, 2735. For Attention: Mr. T Oagile

Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town. For Attention: Ms. N Mtsulwana

Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300 For Attention: Mr. D Manus

Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms. A Mafa/ Ms K. Thapane

CLOSING DATE: 11 December 2020 at 16H00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver’s Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People
with disabilities are encouraged to apply. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

**ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 25 dated 30 October 2020, with closing date 20 November 2020. (1) Cleaners: Cape Town Regional Office with the following centers: Swellendam Ref No: 2020/147 D (X1 Post) and Caledon Ref No: 2020/147 F (X1 Post), have been withdrawn.

### OTHER POSTS

**POST 27/111**  
**DEPUTY DIRECTOR: VALUATION SERVICES REF NO: 2020/169**

**SALARY**: R869 007 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: A three year tertiary qualification in Real Estate (Property valuation) plus appropriate and relevant experience in property valuations and junior management. Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer. A valid unendorsed driver’s license. Knowledge of valuation of all types of properties and applicable legislation such as PFMA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours and adapt to work schedules in accordance with professional requirements.

**DUTIES**: Management of valuation projects and undertake adhoc valuation of properties as delegated by the Director Valuation Services. Provide competitive and credible valuations. Compile fully motivated valuation reports for submission and assessment by the Land Affairs Board and liaise with the Board on valuation matters. Review and contest municipal valuations on state owned properties lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes. Provide input into the appointment of private valuers. Consider and comment on valuations received from private valuers and internal valuers. Assist in driving the mentorship Programme for candidate valuers and associated initiatives. Promote the interest of the valuer’s profession in general.

**ENQUIRIES**: Mr. H Ndlovu Tel No: (012) 406-1888

**POST 27/112**  
**DEPUTY DIRECTOR: DISPOSAL REF NO: 2020/170**

**SALARY**: R869 007 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE**: Port Elizabeth Regional Office

**REQUIREMENTS**: A three year tertiary qualification in Real Estate Management/Property Management/Financial Management, Property Law or equivalent qualification. Relevant work experience in the property or immovable asset management preferably in disposals, relevant supervisory experience on Assistant Director Level. Knowledge: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver’s license.

**DUTIES**: Manage the disposal process of State land- co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; establish the ownership of land to be disposed;
ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; compile and present budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.

ENQUIRIES: Ms R Jacobs Tel No: (041) 408-2302

POST 27/113: DEPUTY DIRECTOR: ACCOUNTS PAYABLE: FINANCIAL ACCOUNTING REF NO: 2020/171

SALARY: R733 257 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Financial Accounting, Finance, Management or related field plus extensive and appropriate working experience in finance; relevant and appropriate junior management working experience. A candidate must have appropriate and thorough knowledge of the PFMA, Treasury Regulations and ERP systems and excellent knowledge of accounts payables and financial policies and procedures. Knowledge of Government transversal systems (Safety Net, PMIS, WCS, Persal and Logis) is desirable and not a prerequisite. Problem solving, analytical and innovative thinking, planning, organising, written and verbal communicating skills and good interpersonal skills and proficiency with computers; A candidate must possesses a drivers’ license and willingness to work irregular hours and go the extra mile.

DUTIES: Setting and facilitating the achievement of the sub directorate’s objectives. Oversee the management of the Account Payable sub directorate, enhance internal controls and ensure payments are processed efficiently, accurately and in a timely manner in line with the requisite process and approvals. Ensure telegraphic transfers and transactions are verifiable and comply with the PFMA and Treasury Regulations. Comply with monthly period closure requirements. Ensure suspense accounts, general ledger accounts and systems are reconciled and cleared on a monthly basis; Identify opportunities and key areas for further development to improve efficiency in Accounts Payable; Develop policies and enhance ongoing improvements to business process within the Accounts Payable sub directorate; Sign off on monthly reconciliations - suspense accounts, general ledger accounts and systems – journals and credit notes. Ensure effective document control and the maintenance of accurate and complete financial records. Compile, analyse and report on financial information to management and stakeholders. Review and sign off all monthly reporting to the National Treasury. Provide inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Building and maintain excellent working relations with colleagues, subordinates, clients and related stakeholders.

ENQUIRIES: KTE Seletela Tel No: (012) 406-1222

POST 27/114: DEPUTY DIRECTOR: INTERNAL CONTROL INTERNAL CONTROL REF NO: 2020/172

SALARY: R733 257 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Finance Internal Audit with appropriate working experience in finance, supply chain management and management experience, Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills
and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver’s license, Willingness to travel and work irregular hours.

**DUTIES**

- Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment
- Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress on internal controls
- Follow up on all reported cases of financial misconduct
- Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness
- Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects
- Coordinate internal control review and monitoring activities
- Review and advise on Finance and SCM Standard Operating Procedure manuals, Delegations document and Policy for the Department
- Develop an effective internal control training program for all employees and managers
- Monitor and evaluate the performance of the internal controls and related activities
- Coordinate the audit between the Department and the AGSA
- Represent the directorate in Audit steering committee meeting
- Provide support to Regional Offices in implementing and monitoring internal controls within Finance and Supply Chain Management
- Support Regional Offices with the implementation of National Treasury prescripts
- Manage financial and procurement processes of the section
- Compile budget inputs of the component
- Manage and develop staff

**ENQUIRIES**

Mr Lesetja Toona Tel No: (012) 406-2123

**POST 27/115**

**DEPUTY DIRECTOR: FINANCIAL REPORTING (X3 POSTS)**

(36 Month Contract)

**SALARY**

R733 257 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE**

Head Office (Pretoria) Ref No: 2020/173A (X2 Posts)

Johannesburg Regional Office Ref No: 2020/173B (X1 Post)

**REQUIREMENTS**

- A three year tertiary qualification in Financial Management/Financial Accounting. CA (SA) or equivalent qualification will be an added advantage
- Extensive relevant finance experience with GRAP or accrual accounting practical experience
- Audit articles will be advantage
- Shortlisted candidates will be subjected to an assessment
- Willingness to travel with a valid driver's license
- Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. Sage Financial Systems experience will be advantages
- Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills

**DUTIES**

- Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions
- Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information
- Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments)
- Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence
- Provide technical accounting support to line function and finance officials
- Assist in the development and monitoring of the audit action plan
- Updating and maintenance of the operating lease register
- Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt
- Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions
- Performing month-end procedures including clearing suspense accounts and financial information for construction project management
- Empower officials with GRAP accounting and financial management skills development
- Effective management of the
finance officials under candidate’s supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Ms S Ngamlana Tel No: (012) 406-1221

POST 27/116 : CONTROL WORKS MANAGER: BUILDING REF NO: 2020/174

SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in the Building, Quantity Survey or Civil Engineering field or N3 certificate plus a complete trade test with relevant building maintenance and construction project management experience and extensive supervisory experience. Ability to plan, organize and manage people and 36 resources. A valid driver’s license. Computer literacy (MS Excel, Word and Presentation). Knowledge and understanding of the PFMA, the OHSA, as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage. A valid driver’s license.

DUTIES : Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Manage work performance of Chief Works and Junior Unit staff members. Compile specifications and handle inspections in the civil and building field. Analyse all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA. Plan and execute service contracts for building works. Formulate administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.

ENQUIRIES : Mr. M Ntshona Tel No: (041) 408-2307

POST 27/117 : CONTROL WORKS MANAGER: BUILDING-FACILITIES MANAGEMENT REF NO: 2020/175

SALARY : R470 040 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualifications in any of the built environment disciplines (Architecture; Quantity Surveying; Engineering or Building Engineering), accompanied by proven extensive technical experience, Ability to plan, organise and manage people and resources, Valid driver’s license, Computer literacy. Knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys and the asset register, with reference to Building/Electrical and Mechanical. Monitor work performance of Chief Works Managers. Analyse all the reports submitted by Chief Works Managers. Be responsible for site inspections and reports on leased buildings, the utilisation of buildings and expenditure on properties, including rates and municipal services. Assist in site handovers, first and final deliveries, including closeout reports’ Negotiate with the contractors. Assist in Facilities Management activities, such as cleaning, horticultural and other soft services contracts. Compile a scope of works and prepare specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard specifications, National Building Regulations and OHSA. Compile technical and monthly reports.

ENQUIRIES : Ms N Mpukane Tel No: (047) 502-7040
POST 27/118

ASSISTANT DIRECTOR: OCCUPATION HEALTH AND SAFETY (ELECTRICAL)

SALARY: R470 040 per annum
CENTRE: Port Elizabeth Regional Office Ref No: 2020/176A
Mthatha Regional Office Ref No: 2020/176B

REQUIREMENTS: A three year tertiary qualification in Electrical/Civil/Mechanical Engineering Building/Project Management/Safety Management. Appropriate relevant working experience in the field. Registered with recognised Institutions, Valid Driver’s license, Prepared to travel, willing to adapt to working schedule in accordance with office. Computer Literacy, Planning and Organising, Problem solving, Analytical thinking, Presentation skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills, Writing skills.

DUTIES: Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased Building), Facilitate the issuing of compliance certificates (CC) Ensure Boilers, Incinerators, Lifts, Sub-Stations, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk. Conduct incident investigations for recommendations, check and verify tender documents for the inclusion of H&S Specification Approve and ensure each Contractors H&S Plan is maintained on construction site, undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety, facilitate in-house training on OHSA:- Ensure execution of fire drills in the Region, provide support when emergencies arise and prepare incident report. Monitor utilisation and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region:- Promote awareness on OHS related issues, participate and coordinate H&S committee meetings, consolidate and submit monthly and quarterly inspection reports with recommendations.

ENQUIRIES: Mr M Ntshona Tel No: (041) 408-2307 Mr R M Mabandla Tel No: (047) 502-7099

POST 27/119

ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2020/177

SALARY: R376 596 per annum
CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in Finance/Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit, Appropriate working experience at a supervisory level, Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver’s license, Willingness to travel and work irregular hours.

DUTIES: The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance, Monitor whether finance and supply chain objectives are consistent with Government’s broader policy, Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury’s prescripts, Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes, Coordinating internal compliance review and monitoring activities, Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department, Advise management on new and updated SCM practice notes, policies and prescripts from the National
Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk. Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required, Supervise, mentor and manage staff.

ENQUIRIES
Ms N Sayed Tel No: (012) 406-1804

POST 27/120
ASSISTANT DIRECTOR: RISK MANAGEMENT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 2020/178

SALARY: R376 596 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Risk Management/Internal Auditing or equivalent qualification with relevant experience in Risk Management. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.) and knowledge of Risk Management, and or Internal Auditing software/s will be an added advantage. Knowledge and understanding of Risk Management Framework (i.e. risk management processes, evaluation methods and approaches); the importance of embedding Risk Management into the culture of the Department by conducting risk awareness; benefits of aligning the Risk Management Policy with the Department’s objectives; models and techniques; legislative and regulatory framework underpinning risk management and guidelines relating to Risk Management. Understanding of the Departmental Policies and procedures; National Treasury Public Sector Risk Management Framework; Public Finance Management Act 1999 (PFMA) and Treasury Regulations; Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance Financial Management and provisioning administration; and knowledge of the Departmental culture and values. Skills: Communication (written and verbal). Ability to initiate projects, Presentation, Communication, Management, Planning, Facilitation, Organising, Interpersonal, and Coordination skills. Computer (MS Word, and Excel) and a team player. A valid driver’s license is required as there will be travelling.

DUTIES: Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic objectives and Operational Plans. Facilitate the development and roll out the risk awareness programmes. Assist in facilitating the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Continual improvements of the risk management process through the coordination of Internal Audit and Auditor General Findings. Compile periodic risk management reports for submission to the oversight structures.

ENQUIRIES: Mr M. Mphohoni Tel No: (012) 406-2133/1183


SALARY: R376 596 per annum
CENTRE: Pretoria Regional Office
REQUIREMENTS: A three year tertiary qualification in the Secretarial/Administration/Management fields. The ideal candidate should possess the following attributes: Extensive office management experience. Monitoring and evaluation reporting will be an added advantage. Advanced computer literacy in MS Office packages (Word, Excel, Power point) and the ability to use E-Mail. Interpersonal, organizing, and communication skills at all levels. Ability to take initiatives. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly
organized, hardworking, dynamic self-motivated professional. Capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will be an advantage: PFMA, Minimum Information Security Standards Act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.

**DUTIES**: Events (diary) management: co-ordinate/arrange meetings/workshops and arrange logistics. Co-ordinate/arrange the Regional Manager’s itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients etc). Co-ordinate/arrange catering for events/meetings/workshops. Attend meetings, take minutes and prepare and distribute them appropriately. Collate Monitoring & Evaluation as well as the Risk Register information for reporting. Budget/Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filling). Create/type documents, Co-ordinate/follow up on/ consolidate inputs, reports, work plans and business plans from the Regional manager’s direct reports. Manage telecommunications (phone, fax, e-mail and internet). Order Office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting: provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).

**ENQUIRIES**: Ms T Phiri Tel No: (012) 406-1116

**POST 27/122**: SENIOR ADMINISTRATIVE OFFICER: VALUATION SERVICES REF NO: 2020/180

**SALARY**: R316 791 per annum

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: A three year tertiary qualification in Public Administration, General Management, Public Management and relevant experience in office management. Relevant experience in property valuation will be an added advantage. Knowledge of property data systems, financial systems, PFMA, Treasury regulations and Land Affairs Board’s role. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours.

**DUTIES**: Effectively provide administrative support within valuation services. Ensure the effective flow of information to and from the Office of the Director. Manage the project tracking system of the unit. Ensure that all the Land Affairs Board decisions received are scanned and filed for future references. Give feedback to enquiries received from internal and external stakeholders through the office of the Director. Ensure the safekeeping of all documents in the office of the Director in line with relevant legislation and policies including requests received and completed reports. Management of the Unit’s goods and services budget. Assist in the compilation of monthly, quarterly and annual progress reports. Priorities issues relating to the office of the Director. Provide assistance with the financial and procurement processes within valuation services. Assist with secretarial duties as and when requested by the Director.

**ENQUIRIES** : Mr. H Ndlovu Tel No: (012) 406-1888

**POST 27/123**: CHIEF WORKS MANAGEMENT: BUILDING REF NO: 2020/181

**SALARY**: R316 791 per annum

**CENTRE**: Kimberley Regional Office

**REQUIREMENTS**: A three year tertiary qualification in Building Sciences and appropriate technical experience OR an N3 certificate plus competed trade test with three years technical experience in the built environment. A valid driver’s license. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conversation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

**DUTIES**: Attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased
buildings. Inspect report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838-5345


SALARY : R316 791 per annum
CENTRE : Nelspruit Regional Office

DUTIES : Administration of all salaries related transactions. Reconciliation of tax. Ensure clearance and reconciliation of salaries related suspense accounts. Clear Persal exceptions. Authorise transactions on Persal, BAS and SAGE. Supervise and attend to queries. Processing of Journals. Development and implementation of audit action plans. Preparation of financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. Train and develop subordinates. Address queries and request related to deductions and earnings; file and safe keep of salary and related financial information. Authorise of stop orders, garnishee order and debt orders. Administrate and institute actions regarding outstanding monies due to the Department follow up with debtors and prepare queries; legal and tracing agents for the institution of legal actions against debtors for monies outstanding; arrange for non-interest bearing payments by staff (in or out of service). Co-ordinate and execute processes in support of salary/Cashier and Rental administration interface respective financial systems; consolidate financial systems for accurate salary payments. Supervise staff.

ENQUIRIES : Mr. MV Mbukushe Tel No: (013) 753-6300/6390

POST 27/125 : CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2020/183

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver’s license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Mr. M Ntshona Tel No: (041) 408-2307
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<tr>
<th>POST 27/126</th>
<th>ARTISAN FOREMAN PAINTER: GRADE A REF NO: 2020/184</th>
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<tr>
<td>SALARY</td>
<td>R304 263 per annum</td>
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<td>CENTRE</td>
<td>Port Elizabeth Regional Office</td>
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<td>DUTIES:</td>
<td>Effective supervision and management of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement 57 administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr Z. Mashiyane Tel No: (041) 408-2194</td>
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<th>POST 27/127</th>
<th>ARTISAN FOREMAN MECHANICAL REF NO: 2020/185</th>
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<tr>
<td>SALARY</td>
<td>R304 263 per annum</td>
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<td>CENTRE</td>
<td>Kimberly Regional Office</td>
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<td>REQUIREMENTS:</td>
<td>Appropriate Trade Test Certificate; Five years post qualification experience as an Artisan. Knowledge of the OHS Act and practices. Operation of equipment, tools and materials, Stores. Knowledge of built environment. Knowledge of Fitting and Turning will be an added advantage. Technical maintenance Interpersonal skills, Basic literacy, Resourceful, Motivational skills, Supervisory skills. Problem solving, Decision making, Technical skills, Planning and organising. Ability to work independently. Communication skills. A valid driver’s license. Candidates will be subjected to a practical test.</td>
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<td>DUTIES:</td>
<td>Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. The effective and efficient maintenance of technical faults, 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 function- update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required; provide inputs to the operational plan, ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources and scheduling of work.</td>
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<td>Ms A Xentsa Tel No: (053) 838-5345</td>
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<tr>
<th>POST 27/128</th>
<th>ARTISAN FOREMAN: ELECTRICAL REF NO: 2020/186</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R304 263 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Polokwane Regional Office</td>
</tr>
<tr>
<td>REQUIREMENTS:</td>
<td>Appropriate Trade Test Certificate and five years post qualification experience. Knowledge of the OHS Act and practices. Three phase wireman’s license will serve as an added advantage. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver’s license. Candidate must have extensive experience in the electrical and related operations, including repairs, new installations and maintenance in general. Knowledge of general engineering works, plant works, operations of engineering equipment and be able to read and understand electrical drawings.</td>
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<tr>
<td>DUTIES:</td>
<td>Design and produce objects with material and equipment according to job specification and recognized standards. Effective and efficient maintenance of</td>
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</tbody>
</table>
technical faults. Inspect equipment and facilities for technical faults and repair such according to applicable standards, test repair equipment and facilities against specifications; service equipment and/or facilities; update register of maintained and repaired faults, obtain quotations and purchase (order) required equipment and materials; compile and submit reports as required; ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff including Trainee Artisans and learners.

ENQUIRIES: Mr. H. Ngoatje Tel No: (015) 291-6452

POST 27/129: ARTISAN FOREMAN (ELECTRICAL) REF NO: 2020/187

SALARY: R304 263 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: Appropriate Trade Test Certificate; Five years post qualification experience as an Artisan. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver’s license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

DUTIES: Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings.

ENQUIRIES: Mr. MM Zuma Tel No: (031) 305-6438

POST 27/130: STATE ACCOUNTANT: REPORTING AND RECONCILIATION (PMG) REF NO: 2020/188

SALARY: R257 508 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Financial Management or Accounting. Appropriate experience in financial management, Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General recognised Accounting, Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations, Communication, interpersonal, sound administrative and numeric skills, Analytical thinking and good planning and organising skills, Ability to work under pressure, be creative, innovative and communicate at all levels.

DUTIES: Clear suspense accounts and perform monthly reconciliation on a monthly basis, Clear bank exceptions, Compile and capture journals to clear suspense accounts, Report on suspense accounts on a monthly basis, Complete the monthly bank reconciliation, authorize Telegraphic Transfer on safety net system, Request department’s approved funds on monthly basis, Capture banking details received from suppliers on Safety Net, BAS and LOGIS, Liaise with National Treasury and Commercial bank, Submit and collect documents from National Treasury and other institutions.

ENQUIRIES: Ms N Maimela Tel No: (012) 406-1703

POST 27/131: ADMIN OFFICER: TRANSPORT-FLEET VEHICLES: LOGISTICAL SERVICES REF NO: 2020/189

SALARY: R257 508 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Logistics or Transport/Fleet Management or equivalent with appropriate experience in Fleet/Transport Management. Must be in possession of a valid driver’s license. Knowledge of the Public Finance Management Act (PFMA) and PPP contracts, Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.

DUTIES: Manage Departmental drivers. Administer fleet vehicle utilization and ensure that the all trips are logged daily on the trip logging system. Conduct daily
vehicle inspections. Manage Head Office fleet vehicles, costing and reports of fleet services, inspections of fleet vehicles. Facilitate payments on the BAS system for service providers, reconciliation of logbooks. Update the Reapatala Invoice Tracking System. Oversee the provision of short and long term rental vehicles. Initiate the procurement of ministerial vehicles as per the SCM processes; licensing and registration thereof. Provide and maintain fleet vehicles for official purposes, the incumbent will be responsible to manage the driver services and conduct performance assessments. Liaise with Service providers and NDOT on transport related issues. Administer traffic fines for the Department. Must be willing to work overtime.

ENQUIRIES
Ms E Marren Tel No: (012) 406-1441

POST 27/132
ADMIN OFFICER: SUBSIDISED VEHICLES: LOGISTICAL SERVICES REF NO: 2020/190

SALARY : R257 508 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Logistics, Transport Management or equivalent with appropriate experience in subsidised Transport Management. Must be in possession of a valid driver’s license. Knowledge of the Public Finance Management Act (PFMA), Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.

DUTIES : Process new applications for subsidised vehicles to ensure that the qualification criteria are adhered to. Prepare all applications that will appear before the Departmental Transport Advisory Committee for approval. Ensure approved subsidised vehicle applications are submitted to the financial institution for processing. Ensure compliance and improve internal control. Provide quarterly and annual financial inputs that are correct and submitted as per reporting deadlines. Ensure that official and private kilometers are verified according to policy requirements and Officials are reimbursed on time. Terminate allowances on PERSAL on normal and premature withdrawal once the submission is approved. Ensure that insurance premiums are paid annually on all subsidised vehicles and process all accident claims. Liaise with Service providers and NDOT on transport related issues. Prepare submissions on areas related to the administration of the subsidised motor vehicle scheme. Must be willing to work overtime.

ENQUIRIES : Ms E Marren Tel No: (012) 406-1441

POST 27/133
ADMINISTRATION OFFICER: TRAVEL PAYMENTS OFFICE REF NO: 2020/191

SALARY : R257 508 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management or related qualification; relevant appropriate working experience in the field; Logistics or Supply Chain Management. Knowledge of the Public Finance Management Act, Computer literacy and a driver’s license are compulsory. Knowledge: Office Administration; Logistics and Provisioning Policies and Procedures; Financial Systems (LOGIS and BAS); Public Finance Management Act; Financial Administration; Supply Chain Management; PPPFA. Skills: Planning and Organising; Report Writing; Problem Solving; Communication Skills; Interpersonal Skills; Resource Management; Personal Attributes: Ability to handle confidential information; Analytical thinking; Resourceful; People orientated; hardworking; Trustworthy; Self-motivated; Ability to work independently.

DUTIES : Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, ensure that payments are finalised with 30 days Ensure compliance to policy, Capture and maintain registers, Coordinate and collate weekly and monthly statistics. Assist with monthly reconciliations. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned
duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES  : Ms. S Mdekazi Tel No: (012) 406-1443

POST 27/134  : ADMINISTRATION OFFICER: FINANCIAL REPORTING LOGISTICS REF NO: 2020/192

SALARY  : R257 508 per annum
CENTRE  : Head Office (Pretoria)
REQUIREMENTS  : A three year tertiary qualification in Logistics/Supply Chain Management/Financial Management/Accounting/Public Management and Administration or equivalent with relevant experience in Financial Reporting. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations. Strong financial reconciliation skills, administration skills, organisation skill, communication skills (verbal and written), good interpersonal skills, good interpersonal skills, ability to work under pressure. Must be computer literate and a valid driver's licence is needed. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills.

DUTIES  : Assist with the compilation of Open Voucher, Cost Containment Report for Monthly, Interim and Annual Financial Statements and ensure are reported on time. Request report from BAS and SAGE for Service Provider and Clients. Compile the Travel Management Company invoiced Accruals and Credit Notes for reporting. Assist with Monthly, Quarterly LOGIS Commitment, Accruals and ensure that the supporting documentation are received and properly filed for easy reference. Keeping statistics of the daily TMC received invoices for the compiling of the monthly statistics for the Performance Register. Investigate and monitor the monthly Travel Management Company Age Analysis. Ensure that all the queries related to Reporting and Compliance Office resolved within the required time frame. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES  : Ms. NL Mahlangu Tel No: (012) 406-1444

POST 27/135  : ADMINISTRATION OFFICER: NYS REF NO: 2020/193

SALARY  : R257 508 per annum
CENTRE  : Mmabatho Regional Office
REQUIREMENTS  : A three year tertiary qualification in Public Administration, Human Resource Management, Public Management, Behavioural Sciences or related qualification. Must have experience in Social facilitation; reporting and contract management. Relevant working experience in NYS environment. A valid Driver's license. Knowledge of Project management, Construction industry, Construction contracting, Structure and functioning of the Department and Government and Computer Knowledge. Skills: Project Management skills, Communication and Facilitation skills, Report writing, financial administration, Computer skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability to work independently. Willing to travel; willing to adapt work schedule in accordance with professional requirement. The job incumbent will be required to travel extensively, and work outside regular working hours.

DUTIES  : Provision of administrative support at National Department of Public Works Regional offices in implementing the EPWP National Youth Service programme booking and selection of venues for briefing of potential NYS Learners, preparation of application forms for potential NYS Learners, capturing details of applicants for NYS, capturing of details of NYS Learners recruited, Liaison with HR section to ensure that learners details are captured on Persal. Compile training needs that have been identified for NYS and other infrastructure programmes for submission to the EPWP training team. Collection, collation and reporting of DPWI projects in the EPWP reporting system. Provide administrative support in the implementation of the Contractor Incubator Programme (CIP) at regional level, identification and booking venues for briefing of contractors to be involved in the programme, obtaining details of CIP applicants. Providing assistance in obtaining information for the compilation of EPWP Quarterly reports.

ENQUIRIES  : Ms N Moiloa Tel No: (018) 386-5235
POST 27/136 : ADMINISTRATIVE OFFICER: REGISTRY REF NO: 2020/194
Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY : R257 508 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Record Management or related qualification as recognised by SAQA. Relevant experience in Records Management, Client orientated and Supervisory experience. Knowledge of National Archive Regulations, Public Finance Management Act, Provisioning management, Inventory administration, including stock keeping, procurement processes and procedures, inventory systems, general office management, human resources policies. Skills; record management, effective communication, report writing, planning and organising, basic numeracy, conflict management, problem solving, demonstrative computer literacy (word processing, spreadsheets, presentations) and interpersonal relations. Resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, diplomacy, trustworthy, punctuality, hard-working, self-motivated and ability to work independently. Willing to adapt to work schedule in accordance with professional requirements.

DUTIES : The administration of registry and archive functions; ensure that filling is in accordance with National Archive Regulations, ensure the effective disposal of records, ensure timeous dispatching of mail upon receipt, ensure delivery of effective courier services, ensure the correct recording of cheques, postal orders and cash in the remittance register. Issue circular numbers. Provide administrative support to the Regional office; provide training on filling systems, compile and present statistical reports to line manager on a monthly basis, receive and process requests for repairs, maintenance and installations, manage the flow of information and documents in the office, manage communication to and from the office, attend to human resources related processes and liaise with stakeholders relevant to the office.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838-5359

POST 27/137 : ADMIN OFFICER: ACQUISITION MANAGEMENT SCM REF NO: 2020/195

SALARY : R257 508 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance or Procurement; with related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Conduct needs assessment for the compilation of acquisition and demand management; Liaise with relevant units in administration and review of acquisition and demand plans; Perform market assessment and industry analysis; Assist with evaluation and costing of goods and services planned to be procured; Administer specifications and terms of references in procurement; Assist in developing procurement sourcing strategies; Prepare reporting inputs and adhere to set deadlines; Assist with other related SCM functions in realisation of demand management function.

ENQUIRIES : Ms T Stofile Tel No: (047) 502-7082

POST 27/138 : PERSONNEL PRACTITIONER: CONDITIONS OF SERVICES REF NO: 2020/196

SALARY : R257 508 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resources Management or equivalent qualification with relevant experience in the Human Resources environment. General knowledge of HR related standards, practices, processes and procedures. Specialized knowledge of personal provisioning and utilization processes, conditions of service, service benefits and
terminations of services. Structure and functioning of the department. Functioning of PERSAL and personnel information systems. Knowledge of the Public service act and regulations, Employment equity act, Basic Conditions of Employment Act, Labor Relations Act, and Codes of Remuneration. Basic numeracy skills, interpersonal skills, general administration and organizational skills. Interpretation of policies. Ability to work with confidential information. Ability to work within specific timeframes. Ability to gather information. Computer literacy. An innovative, resourceful assertive, self-motivated, trustworthy individual with the ability to work independently.

**DUTIES**: The provision of assistance in the management of conditions of service. Oversee the administration of leave, appointments, transfers, promotions, service terminations and retirements of personnel. Supervise the payment of transfer and relocation cost of employees. Ensure that matters relating resettlement expenditure are prepared well. Ensure payments of accrued benefits. Source information regarding injuries on duty and issuing of medical scheme. Capture and monitor personnel related transactions on PERSAL. Assist in checking attendance register of employees. Supervise the updating of registers and statistics. Provide support to managers on matters relating to employment of personnel. Nature and extent of administrative support and advisory services provided.

**ENQUIRIES**: Ms. SZ Mafanya Tel No: (041) 408-2157

**POST 27/139**: ASSISTANT ADMIN OFFICER: PROPERTY MANAGEMENT REF NO: 2020/197

**SALARY**: R208 584 per annum

**CENTRE**: Kimberley Regional Office

**REQUIREMENTS**: A Senior Certificate/Grade 12 or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA and Property related Acts and Property laws and local regulations. A valid Driver’s License will be an added advantage and must be willing to travel. Skills & Competencies. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy.

**DUTIES**: Responsible for administrative support for the functions of the directorate. Set up and maintain accurate files and records that may be easily accessed and maintain correspondence files. Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner. Type and/or compose letters, meeting agendas, meeting minutes and memos as directed. Photocopying, faxing, scanning and file administration as needed. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to management and all relevant stakeholders.

**ENQUIRIES**: Mr M Machi Tel No: (053) 838-5222

**POST 27/140**: ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/198

**SALARY**: R208 584 per annum

**CENTRE**: Kimberley Regional Office

**REQUIREMENTS**: A Senior Certificate/Grade 12 or equivalent qualification. Relevant experience in Provisioning Administration/Supply Chain Management environment/Logistics/Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment. Organising, planning, report writing and problem solving skills. General office management.

**DUTIES**: The successful candidate will be required to provide the following services: Capture request for goods and services on the procurement system. Issuing
and management of purchase orders on procurement systems. Assist with execution of various functions in relation to procurement of goods and services. Receipt and verify procurement file for compliance checks before issuing of purchase orders. Ensures effective and timely capturing of invoice payments on the procurement systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions. Oversee procurement and issue process with regard to stock; capture requests for goods and services. Obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on the procurement system administrative support with regard to the resolution of audit queries, and gather information to resolve audit queries. Perform transit duties and other related tasks as per supervisor’s instructions.

ENQUIRIES
Ms M Allen Tel No: (053) 838-5245

POST 27/141
ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2020/199

SALARY
R208 584 per annum

CENTRE
Johannesburg Regional Office

REQUIREMENTS
A Senior Certificate/Grade 12 or equivalent qualification. Computer literacy including Microsoft Office (word, excel, power point), with extensive relevant working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

DUTIES
Writing of submissions and reports. Telephonic and written communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGiS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office. 77 Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.

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

POST 27/142
ARTISAN: WORKSHOP REF NO: 2020/200 (X10 POSTS)

SALARY
R190 653 per annum

CENTRE
Pretoria Regional Office
Welding (X3 Posts)
Carpentry (X1 Post)
Building (X1 Post)
Plumbing (X1 Post)
Electrical (X2 Posts)
Mechanical (X2 Posts)

REQUIREMENTS

DUTIES
Maintain and repair technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operations 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. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES
Mr. J. de Wit Tel No: (082) 889-0283

POST 27/143
ARTISAN (PAINTER): WORKSHOP REF NO: 2020/201

SALARY
R190 653 per annum

CENTRE
Port Elizabeth Regional Office

REQUIREMENTS
Appropriate Trade Test Certificate and appropriate experience. Drivers license will be an advantage.

DUTIES
Inspect equipment to establish faults; scrutinize surfaces to determine the extent of work to be done. Maintain buildings by doing painting work. Erect and check scaffolding for safety. Prepare walls and other surfaces for painting. Fill
cracks and holes with appropriate material. Mix materials to come up with the right colour. Paint surfaces following instruction. Apply vanish on surfaces. Adhere to safety precautions as legislated. Perform other duties as may be required by the supervisor.

ENQUIRIES: Mr. Z. Mashiyane Tel No: (041) 408-2194

POST 27/144: ADMINISTRATIVE CLERK: S&T CLAIMS AND ADVANCES: LOGISTICAL SERVICES REF NO: 2020/202 (X2 POSTS)

SALARY: R173 703 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A Senior Certificate/Grade 12 or equivalent qualification with appropriate relevant working experience in the related field. Strong financial, organizational and communication skills (both verbal and written). Good interpersonal skills and ability to work under pressure. Must be computer literate (MS Office) and a valid driver’s license needed. Knowledge of Domestic and International travel and subsistence policy will be an added advantage.

DUTIES: The successful incumbent will serves as a direct point of contact for clients submitting claims; be responsible for the verification of all domestic and international S&T Claims and Advances; including contractor/consultant travel claims in accordance with the Departmental Domestic and International travel and subsistence policy. Monitor and follow-up outstanding international advance allowances paid with the relevant officials. Assist in the preparation and compilation of the inputs for financial year end S&T Accruals with supporting documents. Record these advances and claims in Travel Register and reconcile. Submit completed and verified claims to HR Administration for further processing. Attend to all Subsistence and Travel enquiries (Via telephone, e-mails and walk-ins) relevant to the Subsistence and Travel Office. The incumbent must be prepared to work irregular and long hours.

ENQUIRIES: Ms NL Mahlangu Tel No: (012) 406-1444

POST 27/145: ADMINISTRATIVE CLERK: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/203

SALARY: R173 703 per annum
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: Grade 12 with Commercial subjects. Computer literate in Ms Word/Excel. The candidate should be a well-organized person and should be prepared to work under pressure. Basic knowledge of any Logis/Provisioning System, as well as a valid code 08 driver’s license will be an added advantage.

DUTIES: Invite quotations from suppliers according to the relevant threshold, keep and maintain supplies database, generate orders on Logis, Administrate supplies transversal contracts, administrate department cell phone contracts, compile reports in respect of order transactions. Liaise with internal & external clients in respect of supplies. Ensure compliance of provisioning policies in respects of goods and services. Assist on sport checks of e-class accountable stores.

ENQUIRIES: Mr TE Matiso Tel No: (041) 408-2007

POST 27/146: REGISTRY CLERK REF NO: 2020/204

SALARY: R173 703 per annum
CENTRE: Kimberley Regional Office
REQUIREMENTS: A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

DUTIES: Keep registers, eg for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files and records, track, trace files and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail from/for Post office and internal clients. Updating of the invoice Register for both PMTE and DPW.

ENQUIRIES: Ms W Khumalo Tel No: (053) 838-5359
POST 27/147 : SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2020/205

SALARY : R173 703 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 and Grade C Psira certificate. Studying towards security management or alternatively intensive and relevant working experience familiarity with security legislation will be added advantage. Security management, labour relations, personnel administration, Knowledge of security environment and security policies, relevant legislation related to public security and access control, including the Minimum information security standard (MISS), risk management, firefighting, and first aid. Skills: Computer literacy, numeracy, interpersonal and diplomacy skills, problem solving skills, effective communication, negotiation and conflict resolution.

DUTIES : Supervise effective delivery of security services, implement and maintain security policies, liaise with the clients regarding security issues and risks. Coordinate, supervise and direct effective utilisation and service delivery of the security personnel and contractors, support the implementation of security related tenders and contracts, respond to and take appropriate action regarding security incidents. Assist with taking of fingerprints and initial screening of contractors and prospective employees. Support the administration of security service. Provide information and reports regarding security management. Compile requests for overtime. Make recommendations regarding leave applications by security personnel.

ENQUIRIES : Mr R Ramaremela Tel No: (051) 408-7315

POST 27/148 : SECONDARY DRIVERS/MESSENGERS: LOGISTACAL SERVICES REF NO: 2020/206 (X2 POSTS)

SALARY : R122 595 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/Grade 12 and relevant appropriate working experience as a Secondary Driver/Messenger. A valid driver’s license. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES : Delivery of documents and packages, sorting of mail and distribution to relevant officials within the Department. Collect and deliver mail at Post Office. Collect, distribute circulars/correspondence/package from/to Post Office/functionaries/other Departments. Distribute and collect files and documents. Collect/distribute mail to line functionaries. Collect/distribute mail to and from other departments and receive signatures from recipients. Make photocopies and assist at Reproduction Unit if necessary. Collect shredded waste paper and deliver to designated area when required. Ensure that Registry equipment is maintained and used correctly. Prepare packages and arrange for collection by Courier Services/Post Office collection as when required Perform any other related tasks as per supervisor’s instructions including office duties.

ENQUIRIES : Ms M Masemola Tel No: (012) 406-1785

POST 27/149 : SECONDARY DRIVER REF NO: 2020/207

SALARY : R122 595 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 and relevant appropriate working experience as a Secondary Driver/Messenger Knowledge of the Minimum Information Security Standards Act. Basic literacy, basic numeracy. Effective communication skills (Verbal and Written), interpersonal relations, planning of work processes, time management, driving skills. A valid driver’s license.

DUTIES : Perform driver-related services, drive departmental officials, clients and visitors as requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled. Perform general messenger and delivery services-collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents and face value documents. Make copies of documents, fax documents, collect office consumables. Render auxiliary administrative
support as required-Support the security profile of the office, support registry related activities and operation related activities.

ENQUIRIES: Ms. N Gwatyuza Tel No: (041) 408-2070

POST 27/150: TRADESMAN AID REF NO: 2020/208

SALARY: R102 534 per annum
CENTRE: Kimberly Regional Office (Station: De Aar)
REQUIREMENTS: A Grade 10 certificate/ABET level 3, relevant working experience. Knowledge of technical maintenance, operation of equipment, tools and chemicals, and occupational health and safety. Good interpersonal skills, basic communication and literacy and technical skills.
DUTIES: Assist Artisans with regards to repair and maintenance work. Operate water purification and waste water treatment plants. Perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES: Mr M Lekgetho Tel No: (072) 322-2420

POST 27/151: TRADESMAN AID: WORKSHOP REF NO: 2020/209 (X2 POSTS)

SALARY: R102 534 per annum
CENTRE: Bloemfontein Regional Office
REQUIREMENTS: A Grade 10 certificate/ABET level 3, relevant working experience and be able to read and write. Grade 12/N3-6 certificate in Technical qualification will be an added advantage with technical experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of building materials and equipment will be an added advantage.
DUTIES: Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

ENQUIRIES: Mr M Mashinini, Tel No: (051) 408-7350

POST 27/152: CLEANER: FACILITIES MANAGEMENT REF NO: 2020/210 (X7 POSTS)

SALARY: R102 534 per annum
CENTRE: Johannesburg Regional Office
REQUIREMENTS: Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment will be added advantage.

ENQUIRIES: Mr K Muthivheli Tel No: (011) 713-6097

POST 27/153: CLEANER: FACILITIES MANAGEMENT REF NO: 2020/211 (X10 POSTS)

SALARY: R102 534 per annum
CENTRE: Nelspruit Regional Office
REQUIREMENTS: Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.
DUTIES: cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES: Mr EJ Mkhari Tel No: (013) 753-6347
POST 27/154 : CLEANER: FACILITIES MANAGEMENT REF NO: 2020/212 (X4 POSTS)

SALARY : R102 534 per annum
CENTRE : Port Elizabeth Regional Office
          Cradock Magistrate Office (X1 Post)
          Burgersdorp Magistrate Office (X1 Post)
          Hofmeyer Magistrate Office (X1 Post)
          Port Elizabeth Regional Office (X1 Post)

REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.


ENQUIRIES : Mr Z. Nqana Tel No: (041) 408-2356
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 : 11 December 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.

MANAGEMENT ECHELON

POST 27/155 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DOT/HRM/2020/47

Branch: Administration (Office of the Chief Operations Officer)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An appropriate Bachelor degree in Public Management or Human Resource Management/Law degree/International relations/Communication at NQF level 7 or B Com qualification and a post graduate qualification on NQF level 8 as recognized by SAQA and SMS pre-entry certificate with at least 8 to 10 years’ relevant experience at a Senior Management level. Note: The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Transport planning, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

DUTIES : The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyze the media. Manage stakeholder management, research, content development and...
publications. Provide corporate management services. Provide a secretariat service, security services, travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Render human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its Agencies. Render a corporate legal service to the department, Minister and the domestic and International Air Services Councils. Develop appropriate legislation in support of the departmental policies. Provide and manage an effective information technology services to the department. Develop and maintain business information systems to enhance DoT operations. Maintaining current systems and ensuring operational effectiveness. Maintain effective information technology infrastructure and manage IT security. Manage and control the branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit of implementation plans. Evaluate infrastructure spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES : Mr A Moemi Tel No: (012) 309 3172

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

SALARY : R1 251 183 per annum (Level 14). (All inclusive- salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)

REQUIREMENTS : A recognised NQF level 7 in Business Management /Management Services or A Bachelor's in Public Administration/Management or Bachelors in Human Resource Management or equivalent qualifications as recognised by SAQA and SMS pre-entry certificate programmes as prescribed by government. A minimum 6-10 years relevant experience at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Minimum Information Security Standards (MISS), excellent communication skills, interpersonal relations, project management, and financial management.

DUTIES : The successful candidate will: To render human resource management and administration services, Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, manage conditions of service and remuneration of employees, promote and maintain sound employee relations. Develop and improve departmental and transport sector capacity: Manage the training and development processes and programmes in the department, manage the training and development processes and programmes in the Transport Sector, develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department. Provide organisational development solutions and manage employee health and wellness and change management: Provide management advisory and organisational design service, Ensure implementation of change management processes, Manage and promote employee health and wellness and occupational health and safety programmes, develop, co-ordinate and implement all GDYC (gender, disability, youth and children) related programmes and activities within the Department and across the Transport sector. Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and /or surveys, assist with/or conduct high level negotiations, ensure
compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

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

POST 27/157 : CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2020/49
Branch: Office of the Director-General
Chief Directorate: Public Entity Oversight

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised NQF level 7 in Transport Economics, Transport Planning, Public Administration or equivalent qualification as recognized by SAQA and SMS pre-entry Certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognised NQF level 8 will be added advantage. Note: The following will serve as a recommendation: Excellent communication skills, High-level ability to analyse and synthesis information and to formulate policy and strategy, Analytical abilities, excellent liaison skills, Sound knowledge of the PFMA, Treasury Regulations and MTEF processes.

DUTIES : The successful candidate will: Manage and coordinate the departmental Public Entities Corporate Governance and ensure compliance and ensure performance according to Performance and Financial requirements across the four modes of transport. Provide public entity corporate governance advisory services by facilitating the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Provide advice on governance matters and compile the necessary reports. Ensure performance evaluations with regards to governance functioning and general business performance is conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities by ensuring the alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor compliance with PFMA and / or agency’s enabling legislations, regulations and policies. Ensure compliance of Public Entities with financial requirements by coordinating, analysing and reporting on the financial information and performance according to the strategic / corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Oversee effective Stakeholder Relation by managing and coordinating stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Serve as a point of contact between the Department and Public Entities. Manage stakeholder queries and Parliamentary questions. Manage and control the Chief Directorate by providing guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, rules and instructions, pertaining to the Chief Directorate. Establish and maintain governance and administrative system’s continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Ensure the compilation of the annual report and strategic plan for the Chief Directorate.

ENQUIRIES : Mr Z. Thwala Tel No: (012) 309 3176

POST 27/158 : CHIEF DIRECTOR: RAIL REGULATION REF NO: DOT/HRM/2020/50
Branch: Rail Transport
Chief Directorate: Rail Regulation
Directorate: Rail Policy and Strategy Development

SALARY : R1 251 183 per annum (Level 14) (All-inclusive salary package) of which 30% can be structured according to individual needs.

CENTRE : Pretoria
REQUIREMENTS: An appropriate recognised NQF level 7 in Transport Economics/Transport Management with Engineering or Project Management as recognized by SAQA and SMS pre-entry Certificate plus 6 – 10 years relevant experience of which 5 years must be on senior management level. A recognised NQF level 8 will be added advantage. Note: The following will serve as a recommendation: Compilation of management reports. Sound Knowledge of Public Finance Management (PFMA). Excellent communication skills (verbal and writing).

DUTIES: The successful candidate will: Develop Policy and Strategy for the development of rail industry in South Africa. Coordinate and maintain the implementation of new and amended policy and strategy. Put in place capacity development. Manage the development and implementation of rail economic regulation framework by providing advice in the development and implementation of economic regulation framework. Coordinate a rail environment to attract private sector. Manage the development of rail transport safety and security and develop operational standards and guidelines for safety by developing, implementing and maintaining rail traffic signal. Develop operational standards and guidelines for rail traffic. Develop the use of technology in rail safety and security. Manage and control the chief directorate by establishing and maintaining good governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report strategic plan of the chief directorate.

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

OTHER POST

POST 27/159: ASSISTANT DIRECTOR: IT AUDI: REF NO: DOT/HRM/2020/51
Branch: Office of the Director-General
Chief Directorate: Internal Audit and Fraud Investigations
Directorate: Internal, Performance and IT Audits
Sub-Directorate: IT Audit

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

REQUIREMENTS: An appropriate 3 years National Diploma or Bachelor’s Degree in Information Systems or Internal Auditing or equivalent at NQF level 6/7 as recognised by SAQA plus three (3) years relevant experience. Registration for a Certified Information System Auditor (CISA) qualification and membership of Information Systems Audit and Control Association (ISACA) would serve as an added advantage. Knowledge, Skills and Abilities: IIA standards, ISACA standards, Public Service corporate Governance of Information and Communication Technology Policy Framework, COSO, ISO, ITIL / ISO 20000 IT Service management, ISO 9001 Quality management, COBIT and KING III requirements for IT Governance, CMMI-DEV, ISO 12207 Software Development Life Cycle Processes, PRINCE2 Project management methodology, PMBOK, ISO 10006 (Guidelines for quality management in Projects), ISO 27001 (Information Security Management), ISO 9126 (Software Engineering Product Quality), ISO 12119 (Information technology – Software packages - Quality requirements and testing); and appropriate IEEE standards for Software Quality Assurance and Testing. The following will serve as recommendations: substantial experience in IT Audit and Internal Audit or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, IT Security Qualification, Data Analytics Qualification, understanding of performance management system would be advantageous, knowledge of the public service and applicable legislation, management experience, attention to detail, excellent verbal, liaison and writing communication, planning and coordinating skills, good problem solving and presentation skills, willingness to work irregular hours.

DUTIES: Planning IT Audits, executing IT Audits, Reporting on IT Audit projects, follow up on implementation of IT general controls and application review audit findings, participate in the development of the annual IT audit operational plan, perform engagements plans that include engagement’s objectives, scope, timing, and resource allocation, perform the execution of audit projects as per annual operational plan, perform engagement of work programs, compile draft IT reports for review by supervisor, ensure that audit communications are accurate, objective, clear, concise, constructive, complete and timely, provide
input in the development of the annual audit opinion report, update findings tracking report in relation to IT general controls and application controls audit findings, provide assistance in the compilation of all required administrative reports, maintain good stakeholder relationships with all relevant stakeholders.

ENQUIRIES : Ms M Kgwadi Tel No: (012) 309 3950
ANNEXURE N

PROFINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

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: 11 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.

MANAGEMENT ECHELON

POST 27/160: CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: H/C/56

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

CENTRE: Corporate Office: Bloemfontein


DUTIES: Provide Strategic leadership with respect to provisioning of human resource management and planning services. Human resources development, labour relations and Free State School of Nursing. Provide support to all institutions in relation to all HR matters and manage the resources of the Chief Directorate.

ENQUIRIES: Mr M W Fikizolo Tel No: (051) 408 1113/1112
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disability are encouraged to apply.

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 11 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 completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Emailed, hand delivered or posted applications will not be accepted.

OTHER POST

POST 27/161: DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: REFS/007433
Chief Directorate: Risk and Integrity Management
SALARY: R733 257 per annum, An all-inclusive remuneration package
CENTRE: Johannesburg
REQUIREMENTS: Matric plus 3-years National Diploma (NQF level 6)/ Bachelor Degree (NQF level 7) in Risk Management or Internal Audit, 5-7 years working experience with 3 years’ junior management experience. Valid code 8/10 driver’s License. No criminal record or cases pending against you. Knowledge and skills: Knowledge of risk management policies and frameworks, relevant legislations relating to risk management, human resource management, programme and project management, records management, planning and organising, problem solving and analysis, decision making, knowledge management change, Business Continuity Management, change management, communication, analytical, negotiation, computer literacy, professionalism, decisive, efficient and effective, accessible, team player, customer focus, proactive and resourceful, attention to detail. Honesty and integrity.
policies, processes and procedure. Facilitate and coordinate Internal and External Audits. Identify and manage business continuity disruptions.

ENQUIRIES : Ms. Makgopa Evelyn Tel No: (011) 689 3726/3845/3941

DEPARTMENT OF EDUCATION


CLOSING DATE : 11 December 2020

NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za/documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training/course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate(s) to the attendance of generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted.

Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

ERRATUM: Please note that the post of Physical Planner, Sub-Directorate: Finance and Administration (Johannesburg North District) with Ref No: JN2020/11/25 advertised in Public Service Vacancy Circular 25 dated 30 October 2020, has been withdrawn.

MANAGEMENT ECHELON

POST 27/162 : DIRECTOR: COLLECTIVE BARGAINING REF NO: HO2020/12/01
(5 years fixed term contract performance based)
Chief Directorate: Strategic Human Resource Management

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

CENTRE : Head Office, Johannesburg


DUTIES : Manage and Promote Collective Bargaining initiatives at National and Provincial level. Ensure that managers are kept abreast of all new collective bargaining matters within the department. Manage the collation of line function inputs to be incorporated in the Collective Bargaining process. Oversee the provision of collective bargaining reports to management. Oversee the
provision of professional advice and support to employers participating in the collective bargaining process. Monitor the implementation of recommendations provided by Collective Bargaining structures. Research and evaluate efficacy of concluded Collective Agreements and suggest areas of review. Oversee the research of negotiation agreements that will ensure equitable conditions of service and remuneration for employees. Oversee the review of Collective Agreements to maintain labour peace. Oversee the implementation of appropriate corrective measures by management. Oversee the continuous reporting of audit findings relating to the correct interpretation and implementation of Collective Agreements to the HoD. Oversee the mediation on dispute cases and ensure labour peace. Represent the employer in facilitation of mediation because of disputes, industrial action and conflict. Advocate advisory services to management and employees and recommend interventions on dispute prevention and resolution. Manage the maintenance of records of departmental mediation resolutions in maintaining labour peace. Prepare submissions to the MEC for mandates on mutual interest matters that are subject of the negotiations at the Public Service Collective Bargaining Council (PSCBC). Participate in the development of Collective Bargaining Policies, Procedures and Guidelines. Participate in the development of the departmental Labour Relations Act policy, procedures and guidelines. Provide input on provincial Collective Bargaining and Labour relations Act policies and procedures. Conduct workshops/ presentations as part of Collective Bargaining implementation. Ensure compliance on relevant legislation, regulatory framework and reporting requirements. Participate in relevant Sectorial Chambers/ Stakeholder Engagements Sessions. Represent the employer in the national Education Labour Relations Council (ELRC) bargaining chambers. Represent the employer in the Provincial Educators Labour Relation Council (PELRC), (GPSSBC) bargaining chambers. Represent the employer in the Public Service Collective Bargaining Council (PSCBC) bargaining chambers. Manage the directorates’ resources. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Ensure that staff are assessed and developed (trained) in line with the PMDS policy.

ENQUIRIES
Ms. Winny Radzilani Tel No: (011) 843 6540

OTHER POSTS

POST 27/163
DEPUTY DIRECTOR: INFORMATION SYSTEMS ANALYST REF NO: HO2020/12/02
Directorate: IT Systems and Support Services

SALARY: R733 257 per annum (All-inclusive package)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: A recognised National Diploma/Degree in Computer Science/Information Systems / ICT plus a certificate in IIBA/BABOK. A minimum of 5 years relevant experience of which 3 years must be at ASD/junior management level in Information Technology System and Support. Systems Development, Various Development Platforms, Project Management, Application Support, Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and Systems Support, Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, (Data Storage procedures, reporting services). Strong understanding of Object-Orientated Programming. Knowledge of Integration and Job Automation Tools. An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage. Server and back-end development experience. Proven experience in translation Business requirements into System requirements. Good Understanding of Software Development Life Cycle (SDLC). Knowledge of AZURE will be advantageous. Strong IT Technical Skills, Ability to detect and resolve users queries on time. To be able to work independently as well as teamwork, telephone etiquette, good customer relationship management and understanding of how the government systems and application operate, e.g. SA SAMS. Must have driver’s license.

DUTIES: Oversee the development of business requirements specification. Manage the identification of specifications for user requirements through research and analysis of business unit existing Business Process Model. Manage the
creation/compilation of systems requirement specification documents as per Business Processes Model requirements and proposal of efficient solutions. Oversee the process of gathering inputs from users. Facilitate the application of automation of existing and new Business process models to different business units within the department. Oversee the maintenance of Information Systems business requirements. Manage the site visits on the collection and maintenance of data. Manage the maintenance of all developed and existing data requirements for each of the systems. Oversee the process of identifying gaps (gap analysis) within the Business Process Model based on the site visit. Manage the analysis of spatial reports for business units. Manage the analysis of systems specifications for Business Requirements and translate into task specifications for developers. Manage the identification of sample of users to test on (RFC) Request for Change on whether it yields desired results. Manage the development of Business Intelligence (BI) reports. Manage the compilation of user acceptance reports through a feasibility study. Manage the maintenance information database and repository for different document versions. Coordinate the implementation of operational processes solutions to be applied in the business environment. Liaise with relevant stakeholders on review and evaluation of designed and modified systems to meet the user's business needs. Facilitate workshops with the subject matter experts and other stakeholders to define and capture business process information in line with the specified requirements. Manage the provision of user and system support for information requests and deliver solutions in line with the demand management escalation process. Manage user acceptance testing process. Manage the training of information systems users. Information System Management Policies/Procedures and Guidelines. Provide inputs in the development of information systems governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines. Conduct workshops as part of implementation of new business requirements to various stakeholders. Ensure that staff are assessed in line the Performance Management and Development System.

**ENQUIRIES**: Ms. Meriam Phala Tel No: (011) 843 6713

**POST 27/164** : DEPUTY DIRECTOR: ENTERPRISE REQUIREMENTS (SOLUTION ARCHITECT) REF NO: HO2020/12/03
Directorate: IT Systems and Support Services

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

**CENTRE**: Head Office, Johannesburg


**DUTIES**: Conducting of Enterprise-wide Solutions rollout due-diligence (feasibility analysis). Manage the conducting of business reviews of information technology applications. Manage the documentation of current organizational business requirements e.g. corporate systems, content management, information systems documents and diagrams. Manage the conversion of strategic plans into objective defined business solutions. Alignment of systems to policy and circular requirements of the GDE. Develop a clear roadmap for systems solution implementation. Oversee the development of System Architect into business solutions. Manage the development/ design of business
ENQUIRIES: Ms. Meriam Phala Tel No: (011) 843 6713

POST 27/165: DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2020/12/04
Directorate: IT Systems and Support Services

SALARY: R733 257 per annum (All-inclusive package)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: A recognised three-year National Diploma/Degree in Computer Science/Information Systems/ICT. A certificate in Microsoft Systems Development will be advantageous. A minimum of 5 or more years’ experience in application software development. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience e.g. Google Maps API is an advantage, Server and back-end development experience. Knowledge of systems development, various development platforms, Project management, Application support, knowledge of legislative frameworks within the public sector, Knowledge of IT Policies and Systems Support. Strong IT Technical Skills, Ability to detect and resolve users queries on time, be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate e.g. SA SA MS. Must have driver’s license.

DUTIES: Development and design of IT Application Systems. Develop or modify Application Solution as specified by the information Systems as follows: Investigate and conduct JAD sessions to verify application. Systems requirements. Analysis of business process models and development of user requirement specifications. Guide Junior Developers in the design/ creation and testing of Integrated Applications Systems and Codes. Monitor the integration of different platforms in Application Systems development. Maintenance and Support of IT Application Systems. Train super users (end users) as administrators of newly developed systems. Liaise with Help-Desk in response by providing technical support for existing applications. Continuous review, follow up and propose complex, modifications/ enhancements, technical advice to improve current existing applications as follows: - Ensure that coding is in line with all IT application systems requirements. Monitor and evaluate application system tools by applying testing and quality assurance measures. Draft monthly and quarterly reports on the maintenance and modification of existing Application Systems. Manage Systems Development Projects. Provide structured approach in the planning of projects by: Conducting project reviews, identify project risks during systems development.
Monitor record keeping of Business requirements (Systems Specifications) by developing user manuals and documenting systems operations. Monitor the maintenance of Central Information Management Systems (CIMS) Database. Stakeholder Engagement and Management. Liaise with clients and assist in the drafting of Business Requirements (Systems Specifications). Continuously monitor performance of services providers to be in line with departmental (SLA) Service Level Agreement. Provide inputs in the development of systems development and data governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines. Conduct workshops as part of implementation.

ENQUIRIES: Ms. Meriam Phala Tel No: (011) 843 6713

POST 27/166: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSALS) REF NO: HO2020/12/05 (X2 POSTS)
Directorate: Procurement

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: A recognised three-year National Diploma/Degree in Supply Chain Management/ Bachelor of Commerce/Business Management/Cost Management Accounting/Public Policy and Development with the minimum of 3-year related Supply Chain Management experience at supervisory level. The applicant must have basic working knowledge and understanding on acquisition/sourcing of public goods and services. A clear understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, and Procurement/Accounting systems used in the Public Service. The incumbent must be computer literate and have extensive knowledge in Microsoft Office and Excel. The work environment requires the applicant to have the ability to work under pressure, be able to resolve conflict and deliver timeously without supervision.

DUTIES: Coordinate the acquisition process for goods and services in line with Departmental procurement planning. Coordinate the development of specifications and Present to Bid Committees for approvals. Coordinate the establishment and management of prequalified list for suppliers. Coordinate the administration of the procurement process. Liaise with Provincial Treasury into the logistics related to advertising. Develop Departmental SCM policies, guidelines and standards. Provide advisory service to clients on acquisition management matters in order to promote correct implementation and sound demand management practises. Supervise and develop subordinates.

ENQUIRIES: Ms Nonhlanhla Tshabalala Tel No: (011) 355 0162

POST 27/167: ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: ES2020/12/06
Sub-Directorate: HR Transaction Services

SALARY: R376 596 per annum
CENTRE: Ekurhuleni South District
REQUIREMENTS: A recognised three-year National Diploma/Degree in Human Resource Management/Public Administration qualification plus 3 years human resource administration experience at supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office and Presentation. A valid South African driver's license.

DUTIES: Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on persal and update records on Persal. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on Persal. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Verify
that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assure the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

ENQUIRIES
Mr Xolani Kheswa Tel No: (011) 389 6062

DEPARTMENT OF HEALTH

OTHER POSTS

POST 27/168
HEAD: CLINICAL UNIT (MEDICAL): FAMILY PHYSICIAN REF NO: TDHS/A/2020/104
Directorate: District Clinical Specialist Team

SALARY
Grade 1: R1 728 807 - R1 834 890 per annum
Grade 2: R1 890 363 - R2 066 988 per annum

CENTRE
Tshwane District Health Services

REQUIREMENTS
5 years’ appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as Family Physician (medical specialist registration). The candidate should be highly competent and have a minimum of 5 (five) years’ experience in the field of Family Medicine. An appropriate post-graduate qualification (Diploma, M Phil, MSc, etc.) will be an added advantage. It will be required of the successful candidate to sign a performance agreement. Other Skills/ Requirements: Family Medicine as clinical discipline. Relevant legislation, regulations and policies. Quality assurance and implementation and improvement programmes. Programme and planning implementation and evaluation. Information management. Human resources and financial management. Driver’s license code B. Skills: Leadership, communication and problem solving, computer literacy. Behavioural attributes: Stress tolerance, self-confidence, objective, ethical, empathic.

DUTIES
General: Represent own discipline (Family Medicine) as a member of the Tshwane District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10 – 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospitals is optional. Joint University appointment is optional. B: Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to family medicine. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. C: Provide Education and Training: Facilitate and participate in the development, training and mentorship of health professionals, including nursing and allied health professionals and community workers, in all facilities within the district. D: Support Health Systems and Logistics: Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. E: Monitor And Evaluate Services: Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organization, (e.g. performance reviews). Assist, support and participate in clinical audits and quality improvement cycles in health facilities.
ENQUIRIES : Prof Ute Feucht Tel No: (012) 451 9226
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 18 December 2020 12h00

POST 27/169 : AREA MANAGER: PHC SUB DISTRICT 7 PNB-4 REF NO: TDHD/A/2020/103 (X1 POST)
Directorate: Nursing

SALARY : R614 991 – R692 166 per annum per annum (plus benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable. Experience in nursing post registration as a professional nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC is an added advantage. At least 3 years of the period referred to the above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver’s license.

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

ENQUIRIES : Dr Moshime Shabangu Tel No: (012) 4519004
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 18 December 2020 12h00

POST 27/170: ASSISTANT MANAGER: QUALITY ASSURANCE (PNB-4) REF NO: TDHD/A/2020/105 (X1 POST)
Directorate: Quality Assurance

SALARY: R614 991 - R692 166, per annum (Plus Benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS:
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Health Care Sciences accredited with the SANC. A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA is as added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients’ rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency.

DUTIES:
Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients’ Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients’ waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the District and all other essential stake-holders. Plan, Implement, Coordinate and Report on the business unit’s finances, personnel, and other essential resources.

ENQUIRIES: Mr SR Makua Tel No: (012) 451 9121 / 079 872 6077 (Monday to Friday; from 08h00 to 16h00)

APPLICATIONS: Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

CLOSING DATE: 18 December 2020 12h00
POST 27/171
HEAD OF DEPARTMENT (PDIII) – GENERAL NURSING SCIENCE REF NO: REFS/007360
Directorate: Nursing Education and Training

SALARY: R579 696 - R672 018 per annum (plus benefits).
CENTRE: Gauteng College of Nursing: SG Lourens Campus

REQUIREMENTS:
A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration. A Master’s degree will be an added advantage. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/recognisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. The ability to plan and organise own work and manage training programmes to meet training outcomes. Valid driver’s licence and the ability to apply computer technology. Knowledge of Human Resources and Finance Management. Good communication, supervisory, report writing and presentations skills.

DUTIES:
Participate in daily management of the Campus. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the Campus Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

ENQUIRIES: Ms J Malobola Tel No: (012) 319 5601
APPLICATIONS: Applications should be submitted strictly online at www.gautengonline.gov.za
NOTE: Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers’ licence. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

CLOSING DATE: 11 December 2020

POST 27/172
CLINICAL PROGRAMME COORDINATOR: CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHD/A/2020/102
Directorate: Health & Outreach Programmes

SALARY:
Grade 1: R444 276 – R500 031 per annum
Grade 2: R515 040 – R579 696 per annum

CENTRE: Tshwane District Health Services

REQUIREMENTS:
Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management an advantage. Other Skills / Requirements: 5 years’ experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver’s License.

DUTIES:
Ensure availability and implementation Of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI, EPI, PMTCT & Disease Surveillance. Monitoring of relevant Child Health; PMTCT, Disease Surveillance, CDC & Outbreak Response indicators and address poor performance. Data Analysis & verification of Child
Health; Pmtct, Disease Surveillance, Cdc & Outbreak Response data. Advice facilities on necessary skill mix. Conduct Outbreak Response for Tshwane District. Conduct support visit to PHC facilities & Hospitals. Compilation of Programme reports.

ENQUIRIES: Mrs Lekwetji Komane Tel No: (012) 4519213
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 18 December 2020 12h00

POST 27/173: CLINICAL NURSE PRACTITIONER PNB1 (PHC) REF NO: 2020/11/04 (X14 POSTS)

SALARY: R383 226 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
Directorate: Sharpeville CHC (X2 Posts)
Usizolwethu Clinic (X1 Post)
Vischkuil (X1 Post)
DR Helga Kuhn (X1 Post)
Ratanda Clinic (X1 Post)
Zone 14 Clinic (X1 Post)
Levai Mbatha CHC (X1 Post)
Johan Heyns CHC (X2 Posts)
ARV (CG) (X3 Posts)
Boipatong Clinic (X1 Post)

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. A post basic qualification in Primary Health Care and Midwifery and Neonatal Nursing Science referred to in glossary of terms. Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES: Demonstrate an understanding of nursing legislation and related frameworks. Perform clinical nursing practices and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.

ENQUIRIES: Ms. D. Ramoloi Tel No: (016) 950 6002
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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

NOTE: The candidates are requested to quote the name of the Directorate applying at eg. (Reference: 2020/11/04 -Zone 14) or (Reference: 2020/11/04 - Helga Kuhn). 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. Candidates should produce the SAPS clearance if successful.

CLOSING DATE : 11 December 2020

POST 27/174 : CLINICAL NURSE PRACTITIONER (X1 POST)
Directorate: Nursing

SALARY : R383 226 – R444 276 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : A minimum of seven (7) years appropriate/recognizable nursing experience after registration as a professional nurse with SANC. Basic qualification accredited with the SANC in terms of Government notice R425 (diploma/degree in Nursing as a professional nurse). Post basic qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (PHC). Registration with the South African Nursing Council and have valid SANC Receipt. Evidence of short course e.g. HIV, TB, STI, VMMC, and NIMART. NIMDR will be an advantage. Valid South African ID/ and valid passport. Basic computer literacy. Have valid drivers' license. Demonstrate basic understanding of Human Resource, finance, policies and practices. Ability to work under pressure and independently.

DUTIES : The incumbent will work under the direct supervision of the assistant manager nursing. The supervision of quality nursing care both day and night according to the scope of practice. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards. Partake in peer review and implementation of ideal clinic/hospital realisation. Able to function within a multi-disciplinary team context. Reporting and communicating with all managers regarding issues of health care provided by various groups. Ensure adherence to work ethics. Ensure adherence to Batho-Pele and infection control principles. The incumbent will be sometimes required to shift lead. Problem solving and maintaining harmonious work relationship. Compile statistics.

ENQUIRIES : Ms K Tinghitsi Tel No: (011) 812 8313
APPLICATIONS : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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 08h00 to 15h00.

NOTE : 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 : 11 December 2020
POST 27/175 : ENVIRONMENTAL HEALTH PRACTITIONER REF NO: TDHS/A/2020/100 (X3 POSTS)
(6 Months Contract)
Directorate: Mental Health

SALARY : R317 976 per annum (Plus 37% in lieu Benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : An appropriate 3-year National Diploma/Degree in Environmental Health or equivalent, SA driver's license and at least 1-year appropriate experience and registration with HPCSA. Relevant B/Tech will be an advantage. Code EB driver's license. Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements, risk management, mitigation and report writing skills. Contract and project management skills will be an advantage.

DUTIES : Conduct facility inspections and risk assessments in accordance with appropriate statutory, tender and contract requirements. Conduct Legal Compliance audits and assist with mitigation of identified risks. Assist with Health Care Waste contract compliance management and research projects. Assist with awareness training and marketing in respect of all health care waste matters. Prepare inspection and investigation reports for management. Assist with the development and approval of health care waste plans. Assist in the registration and renewal of major generator certificates. Assist in the development of SOPs, policies, other protocols and data management systems. Assist with generic administrative functions in the unit.

ENQUIRIES : Mr. J Lehau Tel No: (012) 451 9073 or 072 607 6960
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 18 December 2020 12h00

POST 27/176 : OPTOMETRIST GRADE1 REF NO: 2020/11/05 (X1 POST)
Directorate: Health Programmes

SALARY : R317 976 per annum (Plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 certificate. The candidate is required to have a Bachelor of optometry or national diploma: Optometry (4 years) or B. Tech (Optometry). Registered with the HPCSA as an independent practitioner with Diagnostic Privileges. A minimum of two (2) years appropriate experience in Optometry and Eye Health. Proof of current registration with HPCSA. A valid drivers licence is essential. A copy of identity document should be attached. Sound knowledge of government and HPCSA regulations, policies and legislation. Sound knowledge and relevant experience in Eye Health diagnostic procedures. Have knowledge of health education and promotion. Be service oriented and to detail. Have good judgement, critical thinking and decision-making skills. Be patient empathetic and compassionate. Be able to communicate effectively with technical and non-technical personnel at various level in the organization and be part of the multi-disciplinary team. Highly motivated and enthusiastic to contribute to eye Health service. Prepared to go an extra mile. Excellent time management, organizational skills, people management skills, self-motivated and goal orientated, analytical and solution oriented and ability to thrive under pressure.

DUTIES : Investigate and analyze test result and develop a treatment and management plan. Conduct screening and comprehensive eye and visual examination. Prescribe therapeutic procedures to correct or conserve vision. Provide health education and counselling to promote eye healthy. Participate in planned health awareness campaigns and outreach to communities. Capture data from patients daily as well as referral given. Write and submit monthly and quarterly reports and maintain records thereof. Be able to conduct the necessary patient and condition specific eye examinations like annual funduscopic for diabetics as prescribed and eye screening as per the road to health card. Present and share unusual clinical cases with other practitioners in the district for learning purposes. Sign performance contract on annual basis. Take part in Gauteng
turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinic.

ENQUIRIES : Ms. L.S Lechela Tel No: (016) 950 6143
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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

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. Candidates should produce the SAPS clearance if successful.

CLOSING DATE : 11 December 2020

POST 27/177 : RADIOGRAPHER (X2 POSTS)
Directorate: Allied

SALARY : R317 976 – R 361 872 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : National Diploma/ Degree in Diagnostic Radiography Qualification. Proof of registration as an independent practitioner and current annual registration with HPCSA. No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential. (Digital equipment). Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Must be able to work independently without supervision. 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.

DUTIES : Diagnostic Radiography in a 24- hour department. To participate in a 24- hour roster. To produce x- ray images according to prescribed protocols, radiation co0ntrol measures and medico- legal requirements. Assist in the training of Community Services Radiographers, and students. Assist in the quality assurance of images and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho- Pele principles, National core standards, Quality Assurance and other Public Service policies and acts. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.

ENQUIRIES : Ms P.M Sibisi Tel No: (011) 812 8372
APPLICATIONS : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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 08h00 to 15h00.

NOTE : 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. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

CLOSING DATE: 11 December 2020

POST 27/178: ADMINISTRATION OFFICER (DEMAND MANAGEMENT) REF NO: 2020/11/06 (X1 POST)

Directorate: Supply Chain Management

SALARY: R257 508 - R303 339 per annum (Level 07) (plus benefit)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Applicant must be in a possession of National Diploma in Supply Chain Management with (3) years’ experience in Demand and Acquisition or grade 12 certificate with five (5) years’ experience in Demand and Acquisition. Knowledge and understanding of Public sector procurement processes, Rules and Regulations as well as procurement best practices. Computer literacy. Knowledge of SCM procedures, Policies, PFMA, and PPPFA. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. General experience in Supply Chain Management will be an added advantage.

DUTIES: Research, analyze and plan the procurement requirement of the department. Collect information from end-users per sub-district on the demand plan. Check and analyse the information by aligning it to the strategic objective of the district. Consolidate into specification. Align demand plan to the approved budget. Supervise employees to ensure effective demand management service.

ENQUIRIES: Mr. L Mahlangu Tel No: (016) 950 6008
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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

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. Candidates should produce the SAPS clearance if successful.

CLOSING DATE: 11 December 2020
POST 27/179 : ADMINISTRATION OFFICER (WAREHOUSE) REF NO:  2020/11/07 (X1 POST)
Directorate: Supply Chain Management

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefit)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Applicant must be in a possession of National Diploma in Supply Chain Management with (3) years’ experience in warehouse/store administration or grade 12 certificate with five (5) years’ experience in Warehouse/Stores administration. Computer competency skills (Ms Word, Ms Excel, Ms PowerPoint and Internet), Knowledge of SAP and SRM system, Knowledge of Procurement processes, Knowledge of SCM Policies PFMA, and PPPFA. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and 152 plans. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Experience in Supply Chain Management will be an added advantage. Medical surveillance as an inherent job requirement.

DUTIES : Supervision of various sub warehouses under SCM units. Filing of all documents for audit purpose. Attend to end user’s queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock to end-users according to the VA2. Attend to end-users queries. Ensure that stock taking is undertaking on monthly and Bi annual basis. Skills: Able to work under pressure. Be analytic and innovative in executing tasks as allocated. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Conducting performance evaluation of the subordinates. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor.

ENQUIRIES : Mr. L Mahlangu Tel No: (016) 950 6008
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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

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. Candidates should produce the SAPS clearance if successful.

CLOSING DATE : 11 December 2020

POST 27/180 : ADMINISTRATION OFFICER (SECURITY MANAGEMENT) REF NO:  2020/11/08 (X1 POST)
Directorate: Security and Facilities Management

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefit)
CENTRE: Sedibeng District Health Services

REQUIREMENTS:
Grade 12 (matric) or equivalent with 5 years’ relevant experience and 3 years administrative duties is required in security. Diploma in Security Management will be added advantage. A PSIRA Grade B registration certificate. Must be PSIRA registered. Valid driver's license (PDP will be added advantage). Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS) and MPSS, Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to 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.

DUTIES:

ENQUIRIES:
Mr. L Mahlangu Tel No: (016) 950 6008

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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

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. Candidates should produce the SAPS clearance if successful (No copy of copy will be accepted) on all certified documents.

CLOSING DATE: 11 December 2020
POST 27/181 : DIETICIAN REF NO: TDHS/A/2020/101 (X3 POSTS)
(6 Months Contract)
Directorate: Mental Health

SALARY : R233 691 per annum (Plus 37% in lieu Benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : BSc Degree in Dietetics. Registration with HPCSA as dietitian. Candidates should have completed community service. Candidates should have sound knowledge of dietetic principles including nutritional assessments and analysis, as well as knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Perform all administrative functions required for the job.

ENQUIRIES : Mr. J Lehau Tel No: (012) 451 9073 or 072 607 6960
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 18 December 2020 at 12h00

POST 27/182 : ADMINISTRATION CLERK REF NO: TDHS/A/2020/96 (X2 POSTS)
(6 Months Contract)
Directorate: Mental Health

SALARY : R173 703 per annum (Plus 37% in lieu Benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 or equivalent qualification. Computer literacy. Good communication skills verbal and written. Good customer service skills. The candidate must be consistent and confident in managing a busy workload. Must possess high level typing skills and the ability to use own initiative to meet deadlines. Knowledge of District health information systems will be an advantage.

DUTIES : The incumbent will be responsible for ensuring accuracy of daily data integration. Collection of raw data form different service points or registers into the computer. Capture data daily in different systems used by the department. Prepare daily, weekly, monthly and quarterly statistics as required. Ensure accurate data is collected and reported on time. File and retrieve patient’s files. Ensure that patient’s records are properly secured. Perform basic unit /office administrative work.

ENQUIRIES : Mr. J Lehau Tel No: (012) 451 9073 or 072 607 6960
APPLICATIONS : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
CLOSING DATE: 18 December 2020 12h00
POST 27/183: EMERGENCY CARE OFFICER GRADE 3 ILS (X300 POSTS)

SALARY: R169 176 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

CENTRE: Various EMS Districts

REQUIREMENTS: Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid drivers license Code 10 and valid professional driver’s (PrDP) permit for transporting patients.

DUTIES: Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical, fitness and theoretical evaluation(s) Perform any other duties as delegated by the supervisor.

ENQUIRIES: Ms M Ramada Tel No: (011) 564 2008

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

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. Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE: 11 December 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Applications should be submitted strictly online at http://professionaljobcentre.gpg.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 11 December 2020
NOTE: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 27/184: ASSISTANT DIRECTOR: INFRASTRUCTURE OFFICER REF NO: REF/007374

SALARY: R376 596 per annum
CENTRE: Johannesburg
REQUIREMENTS: Matric plus NQF Level 6/ National Diploma in Information Technology coupled with recognized industry certifications: MCSE/MCITP (Mandatory), A+ (Mandatory), N+ (Mandatory), Security+ (Optional), ITIL (Mandatory) Plus 3 - 4 Years’ Relevant Experience. Extensive knowledge and proficient in the use
of: Windows Server 2012, Microsoft Active Directory and Group Policy Management, Cisco or similar, SAN Hardware management/support, Virtualisation Technologies (Hyper-V/VMware). Must have the following competencies: Advanced knowledge of LAN & WAN infrastructure support, Strong knowledge of ITIL & IT Governance, Advanced knowledge of windows server platforms, advanced knowledge of Cisco switches, VLAN, VoIP & VMware, Commvault and Strong knowledge of Information Security & suitable Firewall, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

**DUTIES**

Performs troubleshooting, repairs of Local Area Network and Wide Area Network in the Department and Regional offices. Provides routine maintenance of network in the Department and Regional offices. Testing data points for users. Manage and administer event viewer logs on servers. Installation, configuration and testing of Servers and new ICT equipment’s for network. Perform routine server maintenance and updates. Ensure there is enough electricity supply to the servers. Minimum downtime of servers. Create network drives on the file servers for users to have backup storage for their data. Do a weekly maintenance on all the ICT servers. Log calls to the service providers (Dell; HP, Lenovo, etc) for all the hardware failures. Monitor the UPS & make sure it is working condition in case of power failure. Provide third level support to the users of the Department. Manage data centres and servers and ensure all ICT services are available to all users. Supporting of the ICT Infrastructure of the Department, including hardware, software, desktop and shared infrastructure. To support & monitor existing infrastructure, perform preventative maintenance work, backup & and perform other regular support activities to ensure effectiveness. Configuration of the Domain Controller, DHCP & DNS servers. Create user accounts, disable & delete accounts and reset passwords on Active Directory. Make sure the DHCP server is up & running to make sure that all the computers are assigned IP addresses to connect to the network. Make sure the DNS server is up & running so that name resolution can take place. Liaise with GDF regarding the exchange servers and transversal systems. Provide third level support to the users of the Department Monitor AV console for threats and workstations are getting updates. Ensure all security patches and virus definitions are rolled out across the network. Implementation and maintenance of secure networking infrastructure within the Department of Human Settlements including Regional Offices. Configuration & setup of VoIP telephones. Provide technical support. Assist with all the ICT Operations projects undertaken each financial year. Performance management of staff. To mentor & develop desktop support staff.

**ENQUIRIES**

Ms A Mogaswa Tel No: 072 313 8052

**APPLICATIONS**

Please apply online at [http://professionaljobcentre.gpg.gov.za](http://professionaljobcentre.gpg.gov.za)

**POST 27/185**

**ASSISTANT DIRECTOR: HR RECORDS, INFORMATION AND LEAVE MANAGEMENT REF NO: REFS/007375**

**SALARY**

R376 596 per annum

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus NQF level 6/ National Diploma in Human Resource Management or relevant qualification, coupled with a minimum of 3 - 5 years’ experience in the field of HR Records & Information Management, Leave Management and PILIR. Competencies: Knowledge and Understanding of Legislative and Policy Framework regulating, Leave Administration and PILIR Administration process in the Public Service. Knowledge and Understanding of procedures, process and systems in the implementation Employee Self Service (ESS). Extensive knowledge of PERSAL, ESS, SAP and HR prescripts. Good understanding of PSCBC resolutions. Attributes: Communication Skills: Written: complex notes/memos/reports; Verbal: exchange of information requiring difficult explanations; Management Skills; People Skills; conflict resolution Skills; Reporting Skills; Negotiation Skills; Planning and organising skills; Project management skills; Presentation skills; Problem solving skills; Operational planning skills; ability to work under pressure and being self-motivated; ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; ability to build strong client relationship and ability to perform multiple tasks and work overtime where necessary.

**DUTIES**

Monitor the development, review, implementation and management of administering processes on the Determination of Leave of Absence on ESS.
Management of HR Registry records. Facilitate, drafting, revision and implementation of procedures manuals and policies governing Leave. Provide problem solving mechanisms on queries and disputes arising from implementation of leave and records management. Payroll certification on ESS. Monitor and audit the implementation of leave. Prepare and provide responses to legislature questions and audit queries on the administration and implementation thereof. Develop and monitor the system of administrating leave and other policy documents relating to leave administration. Provide analysis of leave reports. Monitor the communication of revised national resolutions and directives regulating the interpretation and implementation of leave. Prepare and provide reports to legislature questions and audit queries on the administration and utilisation of leave. Provide advice to management and staff on the utilisation of leave. Ensure that attachments on all special leaves are loaded on to the ESS and correctly filed. Manage the receiving and recording of PILIR applications. Manage the provision of feedback to staff on rejected/approved applications in writing. Handle the appeal processes. Ensure that the PILIR outcomes from the service provider are confidential. Ensure the payment of the service provider on time. Attend meetings/bi-lateral at relevant Provincial and National PILIR committees and structures; and prepare and provide reports on the utilisation and financial implications of PILIR in the department. Monitor the implementation of Operational Plans of the unit. Implement and monitor staff leave plans. Identify Human Resources risks and develop service improvement mechanism in line with the business needs.

ENQUIRIES: Mr. M Skosana Tel No: 079 897 5661
APPLICATIONS: Please apply online at http://professionaljobcentre.gpg.gov.za

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

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. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

MANAGEMENT ECHELON

POST 27/186: CHIEF DIRECTOR: SOCIAL WELFARE & SPECIALIST SOCIAL SERVICES
REF NO: SD/2020/11/24

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

CENTRE: Head Office (Social Welfare and Specialist Social Services)

DUTIES: To provide strategic coordination of Social Welfare and Specialized Social Services in the Department. Provision of strategic coordination of the following programmes: Children and Families, Social Welfare Services (Older Persons, Disability and HIV & AIDS), Restorative Justice Services (Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation), Early Childhood Development and School Social Work. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects.

ENQUIRIES: Mr S Nkosi Tel No: (011) 227 7680

APPLICATIONS: Quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION: Mr Hayden Pillay Tel No: (011) 227 0067

NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 11 December 2020

OTHER POSTS

POST 27/187: DEPUTY DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2020/11/12

SALARY: R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE: Head Office (Johannesburg)

REQUIREMENTS: A three (3) year Tertiary Qualification in Accounting or Financial Management or Auditing with 5 years’ experience in the field of auditing or accounting or monitoring and evaluation and 3-5 years management/supervisory experience in the NPO environment. A relevant post-graduate qualification will be an added advantage. A strong background in financial monitoring will be required. A valid driver’s license. Knowledge and understanding of NPO legislative/Policy frameworks governing monitoring of NPO in the Public Sector. Knowledge and understanding of procedures and processes governing the NPO compliance monitoring functions. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.

DUTIES: Provide strategic leadership and mentoring to the head office and regional offices on NPO monitoring and compliance matters. Oversee overall monitoring activities of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Develop appropriate monitoring tools (onsite & desktop) to be utilised by monitoring officials. Continuous review of standard operating procedure for financial monitoring on a yearly basis. Ensure regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA is conducted. Ensure risk assessments of funded organisations are conducted to categorise them according to their risk profile and monitor changes thereof. Manage the development of periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO’s profile. Review the consolidated narrative and spreadsheet financial monitoring reports of your subordinates and escalate key findings to various committees of the Department for implementation and action. Oversee the Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Develop action plans from Auditor General (AG) and Gauteng Audit Service (GAS) findings, Departmental NPO Monitoring task teams and ensure implementation across the regions. Develop, manage and evaluate specific activities of subordinates to ensure delivery of desired outputs and outcomes.

ENQUIRIES: Mr O Mkhabela Tel No: (011) 355 7937
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000.

FOR ATTENTION : Mr O Mkhabela
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 11 December 2020
POST 27/188 : DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2020/11/13
SALARY : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
CENTRE : Head Office (Johannesburg)
ENQUIRIES : Ms I Netshiungani Tel No: (011) 227 0105
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, Head Office, 69 Commissioner Street.
FOR ATTENTION : Ms I Netshiungani Tel No: (011) 227 0105
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 11 December 2020
POST 27/189 : DEPUTY DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: SD/2020/11/14
SALARY : R733 257 per annum (plus benefits) (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
CENTRE : Ekurhuleni Region
REQUIREMENTS : A three (3) year Tertiary Qualification in Human Resource Management with 3-5 years’ experience in the field of HR environment. 3 years’ management/supervisory experience. A valid driver’s licence. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Knowledge and understanding of systems, procedures and processes in the public services. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.
system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralisation plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit.

ENQUIRIES : Ms N Pete Tel No: (011) 820 0332
APPLICATIONS : The department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400.
FOR ATTENTION NOTE : Ms N Pete Tel No: (011) 820 0332
CLOSING DATE : 11 December 2020
POST 27/190 : ASSISTANT OFFICE MANAGER (OFFICE OF THE DEPUTY DIRECTOR GENERAL SUPPORT SERVICES) REF NO: SD/202/11/15

SALARY : R376 596 per annum (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three (3) year Tertiary Qualification, 3-5 years’ experience relevant in office administration environment. A valid driver’s license. Knowledge and understanding of public service policies and procedures. Good understanding and knowledge of Provincial and National government functions and protocol. Skills and Competencies: Extensive knowledge of MS Word, Excel and Power Point. Excellent Project Management skills, Communications skills, language proficiency, interacting skills, problem solving skills. Personal attributes relevant to this position includes innovation and creativity, as well as the ability to work under pressure. Ability to communicate with all levels of management. Knowledge of filling system in both electronic and physical filling.

DUTIES : Execute research, analyse information and compile complex documents for the DDG. MPAT- actively coordinate MPAT submissions, member of Technical Steercom on MPAT. Follow-up and compile reports of a transversal nature for the DDG. Track meeting of deadlines and submissions on behalf of the DDG. Record minutes/ resolutions and communicate/ disseminate to relevant role players and prepare briefing notes as well as other documentation. Coordinate legislature enquiries and high-level meetings including overseeing the logistics & transport. Manage financial and human resource of the office.

ENQUIRIES : Mr H Pillay Tel No: (011) 227 0067
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development 69 Commissioner Street, Thusanong Building, Johannesburg.
FOR ATTENTION NOTE : Mr H Pillay Tel No: (011) 227 0067
CLOSING DATE : 11 December 2020
POST 27/191 : BRAILLE INSTRUCTOR REF NO: SD/2020/11/16

SALARY : R316 791 per annum (plus benefits)
CENTRE : Itireleng Residential Care for the Blind
REQUIREMENTS : A three (3) year Tertiary Qualification in Education, Training and Development or related field with 2-3 years working experience in teaching braille, Grade 1 and Grade 2 braille certificate. Knowledge of assistive devices, adaptive software (speech programs) Knowledge of policies and legislation on disability, minimum norms and standards on residential facilities for PWD. Knowledge of systems and procedures governing Records Management, Fleet Management and General support services in the Department. Communication, problem solving, Interpersonal, planning and organising, coordinating, analytical and leadership skills.

DUTIES : Teach visually impaired people how to read and write braille. Work hand in hand with Orientation and Mobility instructor and music tutor in teaching visually impaired people recreational games. Teach visually impaired people ABET. Convert sighted material / memo into Braille. Manage visually impaired library. Assess the visually impaired people and place them according to their training capability. Manage the ordering of braille books, stationery and
equipment for visually impaired people. Supervise Assistant Braille instructors. Participate in MDT and panels for admission of new clients.

**ENQUIRIES**
Ms N Machaba Tel No: (012) 7039014/5

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, tibrelenq Residential Care for the Blind, 3152 Sekwati Street Zone 2, Ga-Rankuwa

**FOR ATTENTION**
Ms N Machaba Tel No: (012) 7039014/5

**NOTE**
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE**
11 December 2020

**POST 27/192**
**SENIOR ADMINISTRATIVE OFFICER: GENDER, YOUTH AND DISABILITY MAINSTREAMING REF NO: SD/2020/11/17**

**SALARY**
R316 791 per annum (plus benefits)

**CENTRE**
Head Office (Johannesburg)

**REQUIREMENTS**
A three (3) year Tertiary Qualification in Social Sciences/Public Management with 2 to 3 years’ experience in administrative environment. A valid Driver’s Licence. Knowledge and understanding of the Departments constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge and understanding of legislative and Policy framework, programmes, procedures, and systems regulating the Gender, Youth and Disability Mainstreaming in the Public Service. Skills and Competencies: Client Orientation and customer focused skills, Reporting skills, Facilitation Skills, Analytical Skills, Evaluation skills, Monitoring skills, Presentation skills, Computer literacy, Sensitivity to target groups, Compliance orientated individual, Innovative Thinking, Good Interpersonal Relations, Assertiveness, Problem-solving, Ability to work under pressure and Willingness to travel.

**DUTIES**
Mainstreaming of Gender, Youth and Disability Mainstreaming Programmes to Departmental Strategic Plans and budget. Compile data on the status of Gender, Youth and Disability Mainstreaming policies, procedures, structures and budgets in the Department, Compile statistical report on the status of Gender, Youth and Disability Mainstreaming in the Department, Communicate and monitor action plans on Gender, Youth and Disability Mainstreaming, Liaise with Gender, Youth and Disability Mainstreaming structures and processes on administrative matters, Management of Gender, Youth and Disability Mainstreaming, Compile data on the evaluation, the impact, outputs and outcomes of Departmental Gender, Youth and Disability Mainstreaming programme, Communicate advocacy sessions on Departmental Gender, Youth and Disability Mainstreaming Programme, Gender, Youth and Disability Mainstreaming Compliance Monitoring, Communicate schedules for compliance monitoring sessions on Departmental Programmes to Gender, youth and disability mainstreaming targets, policies and action plans, Gender, Youth and Disability Mainstreaming Reporting, Prepare monthly, quarterly, bi-annual and annual Gender, Youth and Disability Mainstreaming reports, Compile Gender, Youth and Disability Mainstreaming oversight reports as required.

**ENQUIRIES**
Ms M Massey Tel No: (011) 355 7749

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.

**FOR ATTENTION**
Ms M Massey Tel No: (011) 355 7749

**NOTE**
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE**
11 December 2020

**POST 27/193**
**SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES REF NO: SD/2020/11/18**

**SALARY**
R316 791 per annum (plus benefits)

**CENTRE**
Emmasdal CYCC

**REQUIREMENTS**
A three (3) year Tertiary Qualification in Human Resource Management/Public Administration with 2-3 years’ experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems and procedures in the Public...
Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual. Must have People Management skills, Report writing skills, Coordination skills, Planning and organising capabilities, Communication skills and Leadership skills.

**DUTIES**

**ENQUIRIES**
Ms C Bennie Tel No: (016) 340 1005.

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Emmasdal CYCC. Vaal Dam Road. Heidelberg.

**FOR ATTENTION**
Ms C Bennie Tel No: (016) 340 1005

**NOTE**
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE**
11 December 2020

**POST 27/194**
SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT REF NO: SD/2020/11/19

**SALARY**
R316 791 per annum (plus benefits)

**CENTRE**
Ekurhuleni Region

**REQUIREMENTS**
A three (3) year’ Tertiary Qualification in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years’ experience in the Facilities Management. A valid driver’s license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

**DUTIES**

**ENQUIRIES**
Ms Ziyanda Noncolela Tel No: (011) 820 0429

**APPLICATIONS**
The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Emmasdal CYCC. Vaal Dam Road. Heidelberg.

**FOR ATTENTION**
Ms Ziyanda Noncolela Tel No: (011) 820 0429

**NOTE**
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE**
11 December 2020

**POST 27/195**
SENIOR ADMIN OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: SD/2020/11/20

**SALARY**
R316 791 per annum (plus benefits)

**CENTRE**
Head Office (Johannesburg)

**REQUIREMENTS**
A three (3) year’ Tertiary Qualification in Information Technology/ Computer Science with 2-3 years’ experience. A valid driver’s License. Knowledge and understanding of legislative framework governing the Public Service in ICT related Knowledge and understanding of Information practices. Knowledge and understanding of Information systems. A valid driver’s license. Skills and
Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills.

DUTIES: Apply ICT policies, strategies and standards. Apply Information and Knowledge Management policies, strategies, best practices and facilitation of awareness sessions for information and knowledge management. Develop the ICT knowledge management concepts team of senior managers. Conduct collection of data sets from business units, cleansing of data sets, data validation rules, Departmental Information repository and the maintenance of the Departmental database. Identify local knowledge needs and prioritise in terms of the value of business. Facilitate change management plans for the system in the Department. Ensure the alignment of the system to changing business requirements. Promote effective use of knowledge sharing tools for all partners and staff. Conduct learning and information sharing through seminars, workshops and conferences. Facilitate ICT business processes within the Department. Supervision of staff performance, monitor staff training, development and staff leave plan.

ENQUIRIES: Ms N Van Schalkwyk Tel No: (011) 227 0198
APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development 69 Commissioner Street, Thusanong Building, Johannesburg
FOR ATTENTION: Ms N Van Schalkwyk Tel No: (011) 227 0198
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
CLOSING DATE: 11 December 2020
POST 27/196: SENIOR ADMINISTRATIVE OFFICER: CHILD POVERTY REF NO: SD/2020/11/21
SALARY: R316 791 per annum (plus benefits)
CENTRE: Head Office (Johannesburg)
REQUIREMENTS: A three (3) year Tertiary Qualification in Public Administration with 2 – 3 years' experience. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods programmes in the Public Service. Knowledge and understanding of Departmental child poverty, commitments, systems and processes. Skills Customer Relationship Management Skills, Demand Planning skills, Analytical skills Negotiation skills, Report writing skills, Interpersonal skills, Monitoring and evaluation skills, Planning and organizing, Leadership skills, People Management skills, Communication skills, Coordination and facilitation skills.

DUTIES: Management and supervision of Child Poverty, Monitoring team productivity and performance, Management of team queries and challenges, Coordinate monthly and weekly meetings (Planning and reporting). Perform secretarial functions related to Child Poverty, Liaising with stakeholders, Management of basic procurement issues, Management of meeting logistics (i.e. sending invites, organise venues, transport, catering and prepare required documentation), Assist with the coordination of interdepartmental and departmental training including information sharing sessions, Manage the storage and retrieval of beneficiary information for purposes of evidence, Prepare, interpret and analyse beneficiary information. Administer document management system. Operate standard office equipment, assist with needs analysis for programs (Child Poverty) Collation of reports and typing minutes, letters, submissions and memorandums. Conduct site monitoring and support (DSD, DOH, GDE and other partners), Assist with referral management, Facilitate and coordinate interdepartmental forums, Site visits to monitor programme implementation, Perform/complete any other work related request/given task within the competency in line with the job purpose.

ENQUIRIES: Mr C Manaso Tel No: (011) 355 7816
APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.
FOR ATTENTION: Mr C Manaso Tel No: (011) 355 7816
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE: 11 December 2020
POST 27/197 : PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: SD/2020/11/23

SALARY : R256 905 - R485 475 per annum (within the OSD framework)
CENTRE : Igugulethu Child and Youth Care Centre
REQUIREMENTS : A Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills, Driver’s licence added advantage.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms Hilda Muliwa Tel No: (011) 916 4129
APPLICATIONS : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development Cnr Cason Road and 13th Avenue, Boksburg North, Igugulethu Child and Youth Care Centre.

FOR ATTENTION : Ms H Muliwa Tel No: (011) 916 4129
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 11 December 2020
ANNEXURE P

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 living with disability.

APPLICATIONS:
To Be Posted To: 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: 11 December 2020 (Applications received after this date will not be accepted).

NOTE: To Applicants: 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 for SMS posts 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 posts of: Director: Human Capital Development and Director: Financial Accounting are being re-advertised. All applicants who applied previously need to re-apply if they wish their applications to be considered.

MANAGEMENT ECHELON

POST 27/198:
DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 2/2020 (HRMD)
Chief Directorate: Human Resource Management & Development
Directorate: Human Capital Development

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 Human Resource Management/ Human Resource Development or related qualification coupled with 5 years’ experience at a middle management/ senior management level in the human resource management/ human resource development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding of relevant legislation, Understanding of Human Resource Development strategies in the public service, skills development, skills audit as well as facilitation of skills development competencies, Knowledge of project management, Awareness and understanding of cultural climate within the Public Service, Knowledge of Public Service legislation, Knowledge of health and wellness programmes, Organisational and Development as well as management skills, Leadership skills, Decision making and problem solving.
skills, Organizing ability, Good communication skills (written and verbal), Financial management and strategic management skills, Computer literacy in MS Office, A valid code 8 driver’s license.

**DUTIES**

The successful candidate will be required to develop and implement human capital development strategies with the following key responsibilities:- Develop, implement and monitor HRD systems, Coordinate management development programmes, Manage training and development, Manage performance management and development systems, Manage the provision of employee health and wellness programmes, Manage the resources of the Directorate.

**ENQUIRIES**

Mr GN Dlamini at Tel No: (033) 3952203

**POST 27/199**

**DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2/2020 (F)**

Chief Directorate: Finance

Directorate: Financial Accounting

**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 Financial Management or related qualification coupled with 5 years’ experience at a middle/ senior managerial level within the financial management 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. Knowledge of understanding and application of financial management prescripts that guide Traditional councils will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of financial management prescripts and prescripts that guide Public sector, Knowledge of PFMA, Understanding of Traditional Institution, Knowledge of departmental polices and guidelines, Audit and financial management skills, Management & strategic planning skills, Decision making, project planning and work analysis skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver’s license.

**DUTIES**

The successful candidate will be required to manage an integrated financial administration service with the following key responsibilities:- Manage the financial systems and accounting of the Department and Traditional Institutions, Provide an integrated financial administration services ensuring accountability and clean administration, Ensure a comprehensive payment administration system, Manage the preparation and production of financial statements and other reports as required, Manage the development and implementation of policies, Ensure effective and efficient management of resources of the Directorate.

**ENQUIRIES**

Ms Y Joyi at Tel No: (033) 3953085

**POST 27/200**

**DIRECTOR: BUDGET CONTROL AND PLANNING REF NO: 3/2020 (F)**

Directorate: Budget Control And Planning

**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 Financial Management (majors in Accounting or Economics or Public Finance) or related qualification coupled with 5 years’ experience at a middle management/ senior management level in a financial environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of PFMA, Public Service Regulations and Public Service Act, Knowledge of Public Finance Management – best practices, Knowledge of policy analysis, Knowledge of Government processes, Knowledge of project management and Treasury practice notes, Knowledge of financial management system and performance budgeting – best practice & guidelines, Knowledge of of recognised Accounting Principles, Good planning and management skills, Team development, decision making and problem solving skills, Financial management and budgeting systems skills, Analytical
skills, Functional ability, Coaching and developing people skills, Quick thinking skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code 8 driver’s license.

**DUTIES**: The successful candidate will be required to manage and co-ordinate the budget, financial planning, monitoring and reporting on behalf of the department with the following key responsibilities: - Provide budget control services, Manage financial monitoring reporting, Manage financial planning, Manage the development and implementation of policies, procedures and strategies, Manage the effective and efficient utilization of the unit resources

**ENQUIRIES**: Ms Y Joyi at Tel No: (033) 3953085

**OTHER POSTS**

**POST 27/201** : DEPUTY DIRECTOR: ASSET MANAGEMENT AND LOGISTICS SERVICES  
REF NO: 4 /2020 (F)  
Directorate: Supply Chain Management

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

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Asset Management/ Finance/ Auditing or related qualification coupled with 3 years junior management experience in an asset management or supply chain management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Practical demonstration knowledge in asset management and supply chain management, Sound knowledge of PFMA, Treasury Regulations, Asset Management, SCM and other prescripts, Knowledge of private sector supplier trends and commodities, Knowledge of asset planning and mangement, Good planning, decision making and problem solving skills, Ability to develop the unit into a team, Numeracy skills, computer literacy (MS Word, Excel), A valid Code 8 drivers licence (must be prepared to drive official vehicles).

**DUTIES** : The successful candidate will be required to manage asset management and asset logistic services with the following key responsibilities:- Provide strategic asset management planning, Policy development and training services, Manage asset management services, Manage asset logistic services, Manage loss control system for the Department, Manage the resources of the sub-directorate

**ENQUIRIES** : Mr N Ludidi at Tel No: (033) 395 3085

**POST 27/202** : ASSISTANT DIRECTOR: OFFICE OF THE HOD  
REF NO: 4/2020 (OHOD)  
SALARY : R376 596 per annum  
CENTRE : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration or related qualification coupled with 3 - 5 years’ administrative experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislation, Knowledge of Public Service procurement legislation and processes, Good interpersonal skills, Project management and control skills, Computer literacy (MS Word, Power Point, MS Excel, Novel Groupwise, Good communications skills( verbal and written), A valid Code 8 drivers licence.

**DUTIES** : The successful candidate will be required to manage the Office of the Head of the Department with the following key responsibilities:- Provide administrative and general support to the Office of the HOD, Co-ordinate MANCO and EXCO meetings, Co-ordinate the compilation and dissemination of correspondence, Staff supervision.

**ENQUIRIES** : Ms S Mchunu at Tel No: (033) 3953217

DEPARTMENT OF HEALTH

OTHER POSTS
POST 27/203  :  HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 56/20
Component: Obstetrics and Gynaecology

SALARY  :  R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)

CENTRE  :  Greys Hospital

REQUIREMENTS  :  A tertiary qualification (MBChB) FCOG Registration with the HPCSA as a Specialist or a recognized Sub-Speciality in Obstetrics and Gynaecology. At least three (3) years of appropriate experience as a Head Clinical Unit Proof of current registration with the HPCSA as Medical Specialist or Sub-Speciality. Certificate of certificate/ proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations: Appropriate qualification in Management, e.g. Certificate in Management, Diploma in Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver’s license Knowledge, skills, Experience and Competencies Comprehensive managerial and leadership skills and competencies to Head the O&G Department at Grey’s Hospital and holistically manage all operational and strategic matters of the Department, and coordinate O&G services in “Area 2”. Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the O&G Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical and medico-legal matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children’s Act, The Choice on Termination of Pregnancy Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics. DUTIES: The incumbent will head the O&G Department at Grey’s Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist obstetrics and gynaecology services within “Area 2”. Ensure provision of a cost-effective and high quality O&G services 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey’s Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the O&G Department, which meets the Department of Health’s needs, and develop and manage the O&G Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to C/S rates, maternal mortality ratio, BUR and ALOS. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including PPIP/Morbidity and Mortality meetings on a monthly basis, expeditious Maternal Mortality Review meetings, at least quarterly Clinical Audits, utilization reviews, expansion and enhancement of ESMOE training programme, etc. Good record-keeping, including maintenance of statistics, sterilization register, PPIP data, maternal death review records, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in O&G. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required. Prudent fiscal and other resource management; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the O&G Department. Effective risk management,
including maintaining a risk register for the O&G Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly O&G Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the Provincial O&G HCD, the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in “Area 2” Maintain close liaison with the Department of O&G at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage / address client complaints which may arise in the O&G. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients.

ENQUIRIES
Dr KB Bilenge Tel No: (033) 8973321

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: 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. 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 56/20. 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.

CLOSING DATE
11 December 2020

POST 27/204
HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE1 REF NO: GS 55/20
Component: Orthopaedics

SALARY
R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
A tertiary qualification (MBChB) Registration with the HPCSA as a Specialist or a recognized Sub-Specialty in Orthopaedics At least three (3) years of appropriate experience as Head clinical Unit Proof of current registration with the HPCSA as Medical Specialist or Sub-Specialty. Certificate of certificate / proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations B Appropriate qualification in Management, e.g. Certificate in Management, Diploma in Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, Skills, Training and Competency Required: Comprehensive managerial and leadership skills and competencies to Head the Orthopaedics Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Orthopaedics services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Orthopaedics Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience
of relevant ethical, medico-legal and RAF matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children’s Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.

**DUTIES**

The incumbent will head the Orthopaedics Department at Grey’s Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist Orthopaedics services within “Area 2”. Ensure provision of a cost-effective and high quality Orthopaedic service 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey’s Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Orthopaedics Department, which meets the Department of Health’s needs, and develop and manage the Orthopaedics Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to ALOS, BUR and bed turnover rates in Orthopaedic wards, mortality and morbidity, waiting times, etc. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including Morbidity and Mortality meetings on a monthly basis, at least quarterly Clinical Audits, utilization reviews, etc. Good record-keeping, including maintenance of statistics, surgery / theatre data, etc. Adept personnel management, EPMS, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in Orthopaedics. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, allied health, etc.), including MMED supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times for surgery, reducing bed sore rate, etc. Prudent fiscal and other resource management, including management of Implants budget, adherence to Surgical Implants contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Effective risk management, including maintaining a risk register for the Orthopaedics Department. Chair and actively participate in relevant committees at Grey’s Hospital as may be required, chair at least monthly Orthopaedics Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in “Area 2” Maintain close liaison with the Department of Orthopaedics at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage/address client complaints which may arise in the Orthopaedics Department. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Evaluate patients admissions, diagnosis. Waiting time for surgery/length of stay.

**ENQUIRIES**

Dr KB Bilenge Tel No: (033) 8973321

**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: 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. 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 56/20. 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.
POST 27/205  PAEDIATRIC NEUROLOGIST: GRADE 1/2/3 REF NO: HRM 53/2020 (X1 POST)
Directorate: Medico-Legal Management Unit

CLOSING DATE: 11 December 2020

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

CENTRE:
King Edward VIII Hospital (KEH)

REQUIREMENTS:
MBCHB or equivalent qualification plus FC Paeds (SA) or equivalent plus Registration with HPCSA as a Specialist Paediatrician plus Current registration with HPCSA as a Medical Specialist in Paediatrics.
Recommendation: Candidates with recognized paediatrics sub-specialist qualifications in line with current demands are encouraged to apply as this will be recognized as an added advantage during the shortlisting and interview stages. Paediatric neurology sub-speciality qualification would be recognized as an added advantage, Computer Literacy
Grade 1: None to less than 5 years actual experience as a Specialist after registration with the HPCSA.
Grade 2: 5 years to less than 10 years actual experience as a Specialist after registration with the HPCSA.
Grade 3: 10 years or more experience as a Specialist after registration with the HPCSA.

DUTIES:
Will cover clinical care, scholarship, professionalism, governance, administration and management and project(s). Participate in the provision of 24 hour in and out patient paediatric clinical care within King Edward III Hospital. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standard of care and implementation of quality improvement programs with the department. Assist with the supervision and support of registrars, medical officers, CSO’s and interns in the department. Participate in the departmental academic and training programs. Assist with the administration of a component of the Paediatrics component. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department. assist in setting up paediatric neurology clinic and neurology laboratory.

ENQUIRIES:
Dr. N. Khuuzwayo Tel No: (031) 360 3460

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:
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

CLOSING DATE: 11 December 2020

DUTIES: Provide guidance and relationship towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES: Mr TL Gwele Tel No: 032 294 8000 Ext: 259
APPLICATIONS: The Chief Executive Officer, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION: Human Resource Manager
NOTE: Equity Target: African Male
CLOSING DATE: 11 December 2020

POST 27/207: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 63/20
Component – Paediatrics

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

CENTRE: Greys Hospital

REQUIREMENTS: MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice. Grade 1: Experience: as per minimum requirements for this specialized service. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: as per minimum requirements for this specialized service and 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Experience: as per minimum requirements for this specialized service and 10 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration 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. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately to maintain clinical services. Recommendations: Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Diploma in Child Health (will be an added advantage at short-listing); Knowledge, Skills and Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Neonatal & Paediatric conditions Skills and competence at procedures and care in neonates and children Current health
DUTIES
Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey’s, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities / projects as defined within the department Assist with the administration and management of the Unit one is allocated to.

ENQUIRIES
Mrs K. Moses Tel No: (033) 897 3264 / Mr N. Ngubane Tel No: (033) 897 3035

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

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. 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 56/20. 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.

CLOSING DATE
11 December 2020

POST 27/208
MEDICAL OFFICER: RADILOGY GRADE 1, 2 OR 3 REF NO: PSH 44/20 (X1 POST)

SALARY
Grade 1: R821 205 per annum Plus 22% rural allowance and commuted
Grade 2: R938 964 per annum Plus 22% rural allowance and commuted overtime
Grade 3: R1 089 693 per annum Plus 22% rural allowance and commuted overtime

CENTRE
Port Shepstone Regional Hospital

REQUIREMENTS
Matric certificate, Degree MBChB degree, certified an appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Current registration card with HPCSA for 2020 / 2021. At least 1 to 2 years’ experience in Radiology as a Medical Practitioner after registration with the HPCSA as Medical Practitioner. Basic knowledge in CT scan and Ultrasound reporting. Diploma/ FC Radiology Diagnostics) S.A. (Part 1) would be an advantage. Grade 1: Overtime: Nil experience. Grade 2: 5 years appropriate experience after registration with HPCSA as MBChB. Grade 3: 10 years appropriate experience after registration with HPCSA as MBChB. Attach proof of working experience endorsed by Human Resource Department/Employer. N.B: (Proof of experience detailing 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 and Experience: Sound radiological knowledge within the discipline. Ability to deal with all radiological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patient. For Grade 2 and 3 minimum of 3 years clinical experience in the discipline of radiology in a Regional /tertiary hospital.

DUTIES
Render radiological duties: Inpatient and Outpatient. Render cost effective medical care, incorporating radiological management and follow-up. Maintain
radiological records. Train interns and other personnel. Undertake on-going medical education and professional development. Undertake general radiology procedures, reporting of CT, fluoroscopy and ultrasound exams.

**ENQUIRIES**
Dr PB Dlamini Tel No: (039) 688 6000 or Dr M Panajatovic Tel No: (039) 688 6147 / 6184

**APPLICATIONS**
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.

**FOR ATTENTION**
Mr. ZM Zulu

**APPLICATIONS**
Application form (Z83) and C.V. with certified copies of ID, educational qualifications, HPCSA registration 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**
11 December 2020

**POST 27/209**
MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH 20/2020

**SALARY**
Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
Other Benefits: Other Benefits: Fixed Overtime (Conditions apply), 18% inhospitable allowance.

**CENTRE**
Nkandla District Hospital

**REQUIREMENTS**
Grade 1: Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 2: Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six 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.

Grade 3: Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years’ relevant experience after registration as a Medical Officer 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. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities: Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for
management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

**DUTIES**
Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal / ethical considerations and continuity of patient care. Assessment, investigation and management of patients care in Clinics, Wards and ICU, including after-hour service. Participate in Quality Assurance / Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties – functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and services are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV- AIDS and Tuberculosis using the available departmental guidelines.

**ENQUIRIES**
Dr. BEK Ndjibu (Acting Medical Manager) Tel No: (035) 833 5031

**APPLICATIONS**
Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbathe Lane, Nkandla 3855.

**FOR ATTENTION**
Mrs. SG Masikane

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

**CLOSING DATE**
11 December 2020

**POST 27/210**
MEDICAL OFFICER REF NO: MO O&G/1/2020 (X1 POST)
Department: Obstetrics and Gynaecology

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

**CENTRE**
Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage. Experience: No experience required. The appointment to Grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience
as a Medical Officer after Registration with HPCSA as a Medical Practitioner.
The appointment to Grade 2 requires a minimum of six years (6) relevant
experience after registration as a Medical Practitioner with a recognised foreign
health professional council in respect of foreign qualified employees, of whom
it is not required to perform Community Service, as required in South Africa.

Grade 3: 10 years appropriate experience as a Medical Officer after
Registration with HPCSA as a Medical Practitioner. The appointment to Grade
3 requires a minimum of eleven years (11) relevant experience after
registration as a Medical Practitioner with a recognised foreign health
professional council in respect of foreign qualified employees, of whom it is not
required to perform Community Service, as required in South Africa.

DUTIES
Participation in the provision of service in the department of O&G in the Durban
Functional Region. Perform after hours duties. Assist with the supervision and
support of interns and students in the department. Participate in the
departmental academic programme. Provide and ensure community orientated
clinical services and support to Primary Health Care Services.

ENQUIRIES
Dr S Ramphal Tel No: (031) 2602408/ 031-2404675

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. It is the applicant’s responsibility to have ta foreign
qualification, which is the requirement of the post, evaluated by the South
African Qualifications Authority (SAQA) and to provide proof of such evaluation
on application. Failure to comply will result in the application not being
considered.

CLOSING DATE
11 December 2020

POST 27/211
ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: THH 08/2020
(X1 POST)

SALARY
R614 991 – R692 166 per annum. Other Benefits: 13th Cheque; Medical Aid
(Optional); Housing Allowance (Employee must meet the prescribed
requirements)

CENTRE
TownHill Hospital

REQUIREMENTS
Highest educational qualification (Matric / Grade 12) or equivalent. Degree /
Diploma in General and Psychiatric Nursing. Diploma in Advance Psychiatric
Nursing. A minimum of ten (10) years appropriate / recognizable experience in
nursing after with SANC in General nursing. At least six (6) years of the period
referred to above must be appropriate / recognizable experience after obtaining
one (1) year post basic qualification in advance Psychiatric nursing. A minimum
of three years of the period referred to above must be appropriate / recognizable
experience at Supervisory level. Proof of current registration with
SANC. Certificate of service is also required obtainable from your Human
Resource Office. Recommendation: Valid Driver’s license. Knowledge, Skills Training And Competencies: Knowledge of nursing prescripts, policies, procedures and protocols, Knowledge and experience of the public service policies service, acts and regulations, Sound management, negotiation, interpersonal relations and disciplinary procedures and basic financial management skills, Good verbal and written communication, problem solving and project management skills, Ability to function well within the team, Basic computer literacy to enhance service delivery, Appropriate understanding of nursing scope and practice and nursing standards, Ability to apply PHC approach in the work environment, Co-ordinate Outreach programmes and liaise with District Mental Health Programme Manager.

**DUTIES:**

Provide guidance and leadership towards the realization of the Institutional strategic and optional goals, Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework, Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision, Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level, Participate in formulation of policies procedures and implementation thereof, Assist in achievement of National Core Standards and Six Priority areas within the Hospital, Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources, Monitor and ensure that all nurses are licensed to practice. Ensure implementation of procedures that maintain effective infection control and Occupational and safety measures in accordance with occupational and safety legislation, carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff with the zone/area, deal with grievance and labour relation issues in terms of laid down policies, procedures i.e. manage workplace discipline, monitor the implementation of the employee’s performance and development system, and deal with identified development needs, ensure security and MHCU’s property. The employee will be required to work both day/night duties.

**ENQUIRIES:**

Mr A.M. Ntombela (Nursing Manager) Tel No: (033) 341 5517

**APPLICATIONS:**

To be forwarded to: Mr S.W. Zulu, The Human Resource Manager, Townhill Hospital, Po Box 400, Pietermaritzburg, 3200.

**NOTE:**

Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. 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. Note: The Health KZN is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

**CLOSING DATE:**

11 December 2020

**POST 27/212:**

OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM
PN-B3-ONCOLOGY NURSING SCIENCE REF NO: OPMAN (SPEC NURS) ONCO/2/2020

Department: Haematology ward
Re-advert: candidates who applied before need to reapply

**SALARY:**

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

**CENTRE:**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS:**

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

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

ENQUIRIES : Miss NO Mkhize Tel No: (031) 240 1063
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. It is the applicant’s responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

CLOSING DATE : 11 December 2020

POST 27/213 : ASSISTANT MANAGER NURSING (PLANNING, MONITORING AND EVALUATION) REF NO: APP/ 08/2020 (X1 POST)

SALARY : R562 800 per annum. Other Benefits 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements.

CENTRE : Appelsbosch Hospital and PHC facilities in UMshwati sub-district
**REQUIREMENTS**

- Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC 2020 receipt. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three years of experience referred to above must be appropriate/recognizable experience at management level.
- Certificate of service endorsed by HR.
- Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage.
- Valid Driver’s licence code EB or C1.

**DUTIES**

- Administer an evidence results-based monitoring and evaluation system in the Institution as well as all PHC feeder facilities in UMshwathi sub-District (Mobile & Fixed) within the Provincial M&E Framework and monitor research activities in the sub-district. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E supports to all departments in the Institution as well as PHC feeder facilities (Fixed and mobile).
- Compile all performance reports and update profile for the sub district and make presentations thereof to all stakeholders and oversight/governance structures i.e. DHMT, institutional Managers forum, hospital board, Legislature etc.
- Participate actively in all intergovernmental/inter-sectoral forums within the sub-District i.e. Operation Sukuma Sakhe, Local Aids Council etc. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Facilitate establishment of clinical governance structures in the sub - district and establish sustainable system of compliance to NCS, IHRM and ICRM.
- Participate actively in all the engagements with all stakeholders both internal and external to the department and sub district. Establish an effective M & E framework for UMshwathi Sub-District including the establishment of M & E forum. Establish and strengthen data management systems for the sub-district.

**ENQUIRIES**

- Mr. TL Gwele Tel No: (032) 294 8000 Ext: 259

**APPLICATIONS**

- Should be forwarded to: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242.

**FOR ATTENTION**

- Human Resource Manager

**NOTE**

- Equity Target: African Male

**CLOSING DATE**

- 11 December 2020

**POST 27/214**

- OPERATIONAL MANAGER (PHC) GRADE 1 REF NO: APP/10/2020

**SALARY**

- R562 800 - R633 432 per annum. Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

**CENTRE**

- Gateway Clinic under Appelsbosch hospital

**REQUIREMENTS**

- Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care
Proof of current registration with SANC (2020 receipt).

Experience: A minimum of 09 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service) Recommendations: valid Code8 or 10 driver's license. Proof of computer literacy

Knowledge, Skills: Ability to interact with diverse stakeholders and health care users and givers. Training And Good verbal, writing and communication skills. Facilitation and coordination Competences skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

**DUTIES**

Planning, organizing and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency room. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits Ability to supervise Medical and surgical emergencies and refer appropriately. Supervise and Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other labour related Issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved Conduct Clinic Open days Monitor and evaluate HR performance through EPMDS for all relevant staff.

**ENQUIRIES**

Mrs. GMP Sokhela Tel No: (032) 2948000 ext. 261

**APPLICATIONS**

Should be forwarded to: Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Equity Target: African Male

**CLOSING DATE**

11 December 2020

**POST 27/215**

**CLINICAL PSYCHOLOGIST: GRADE 1 REF NO: HRM 52/2020 (X1 POST)**

Directorate: Medico-Legal Management Unit

Re-advert: Those who applied previously need to re-apply

**SALARY**

Grade 1: R545 796 – R605 751 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

Appropriate qualification as a Psychologist plus Registration with HPCSA as a Clinical Psychologist Recommendation: Experience in working with children with disabilities would be an added advantage, Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound knowledge of clinical psychologist’s diagnostic assessment and treatment procedures, Good communication skills. Leadership, supervisory skills and management skills, Sound planning and administrative skills.

**DUTIES**

Provide psychology services to inpatients and outpatients in King Edward VIII Hospital, To administer, interpret and write reports on psychometric assessments, To provide individual and group therapy to patients referred to that department, To provide supervision to intern psychologist placed at the hospital, To participate and contribute to the community mental health activities conducted by the hospital, Liaise and cooperate with external stakeholders and other disciplines regarding clinical psychology services provision.
ENQUIRIES: Dr. N. Khuzwayo Tel No: (031) 360 3460
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. Please note that other race groups are also not restricted from applying.

CLOSING DATE: 11 December 2020

POST 27/216: OPERATIONAL MANAGER (GENERAL STRAM) GRADE 1 REF NO: APP/09/2020

SALARY: R444 276 per annum. Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

CENTRE: Appelsbosch hospital


DUTIES: Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Manage and supervise effective and efficiently utilization of resources. Ensure effective implementation of infection control and prevention practices by all staff including support services. Supervise implementation of health care delivery policies, procedures clinical guidelines, protocols operational and strategies. Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental priorities and National Core standards. Monitor and evaluate the care and management of all patients. Ensure the keeping of accurate and complete patient’s records. Demonstrate a concern for patients promoting and advocating a proper treatment and care. Monitor and evaluate staff performance (EPMDS). Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance and all labour related issues. Develop/establish and maintain constructive working relationship with nursing and other stakeholders.

ENQUIRIES: Mrs. MP Sokhela Tel No: (032) 2948000
APPLICATIONS: Should be forwarded to: Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242.
FOR ATTENTION: Human Resource Manager
NOTE: Equity Target: African Male

CLOSING DATE: 11 December 2020

POST 27/217: CLINICAL PROGRAMME COORDINATOR: (HAST) REF NO: KDHC 28/2020 (X1 POST)
Component: Nursing

SALARY: R444 276 per annum plus benefits and 13th Cheque and Medical Aid optional. Housing allowance to meet prescribed requirements

CENTRE: King Dinuzulu Hospital Complex


DUTIES: Facilitate and oversee the development of HAST Operational/Business plans to give guidelines on TB/HIV Programme. Ensure implementation of activities aimed at integrating HIV/AIDS, TB Prevention, treatment, Care and STI Programmes in line with District Health Plan Maintain Norms and Standards of clinical practice to promote the health status of health care users. Monitor monthly, quarterly and annual reporting of HAST indicators and implement Quality Improvement Plans. Manage and utilize resources in accordance with relevant directives and legislation. Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Participate in promotion of HAST Open days and convey health messages and support health programmes operations. Ensure effective and efficient utilization of human, financial and material resources. Co-ordination of the provision of effective training, research and provision of effective support to the facility. Maintain constructive working relationships with the multi-disciplinary team.

ENQUIRIES: Dr Z F Dlamini, Nursing Manager Tel No: (031) 242 6028/6031
APPLICATIONS: All applications must be forwarded to: Human Resource Registry Department, King Dinuzulu Hospital Complex, P.O. Dormer ton 4015.
FOR ATTENTION: Mr L Eaton, Human Resource Registry Tel No: (031) 242 6114
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 identity document, highest educational qualifications and Professional Registration – not copies of certified copies. Curriculum Vitae. Certified copies of certificate of service. The Circular Minute Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number KDHC 20/2019. NB: Failure to comply with the above instructions will disqualify applicants. Preference will firstly be given to currently employed Public Service Employees, before considering Non-Public Servants. Please note that due to the large number of applications received, applications will not be acknowledged. Should you not receive a response after six weeks from closing date of the advert, consider your application as unsuccessful. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE: 28 December 2020
POST 27/218  :  PROFESSIONAL NURSE SPECIALTY: GRADE 1/2 REF NO: HRM 54/2020
(X4 POSTS
Directorate: Orthopaedics

SALARY  :  Grade 1: R383 226 – R444 276 per annum
          Grade 2: R471 333 – R579 691 per annum basic qualification in the relevant specialty. Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Requirements

CENTRE  :  King Edward VIII Hospital (KEH)

REQUIREMENTS  :  Matric/Senior Certificate, Degree/Diploma in General Nursing and Midwifery, Registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher, One year Post registration Degree/Diploma in orthopedic Nursing science plus 4 years appropriate/recognizable registration experience as a General Nurse, Proof of current registration with SANC, Certificate of service Recommendation; Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Act and Regulations, Knowledge of SANC rules and regulations, Knowledge of Nursing care processes and procedures, Nursing statutes and other relevant legal framework, Good communication skills – verbal and written, leadership, interpersonal problem solving, conflict, Management, decision making, co-ordination and negotiation skills, Knowledge and experience in implementation of Batho Pele Principles and Patient right charter, code of conduct and labour relations, National core standards and Ideal hospital. 

Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. 

Grade 2: A Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post.

DUTIES  :  To execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through set of standard, clinical guidelines, policies and procedures, To enhance service delivery through implementation of national core standard and national department of health quality improvement initiatives, Provide a safe therapeutic environment as laid down by the legislation, Maintain accurate and complete patient records according to legal requirement, Exercise control over disciple, grievance and labor relations issues, Cost effective utilization of all resources e.g. Human, Financial, material etc, Assist in orientation, induction and mentoring of all nursing staff, Assist with supervision of staff on both day and night, Any other duties allocated by operational Manager/Assistant Nursing Manager.

ENQUIRIES  :  Mrs. R.M. Abboo Tel No: (031) 360 3889

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. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. 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

CLOSING DATE  :  11 December 2020
POST 27/219 : PROFESSIONAL NURSE–SPECIALTY (PAEDIATRICS) REF NO: WWH03/2020 (X2 POSTS)

SALARY : Grade 1: R383 226 – R444 276 per annum
          Grade 2: R471 333 – R579 696 per annum

CENTRE : Wentworth Hospital

REQUIREMENTS : Grade 12 certificate or equivalent. Diploma in General Nursing and Midwifery. 1 year post basic qualification in Child Science. Proof of current registration with South African Nursing Council (SANC Receipt 2020). Proof of current and previous experience endorsed and stamped by Human Resources (Certificate of service) must be attached. Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council (SANC) in General Nursing. Grade 2: Minimum of 14 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with South African Nursing (SANC) in General Nursing. At least 10 years of the period referred to the above must be appropriate/ recognizable experience in the specific specialty after obtaining the one year post basic qualification in paediatrics. Sound knowledge of Child Care Act. Sound knowledge of 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 costs effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvements programs. Participate in staff developments using EPMDS and other work-related programs and training. Maintain professional growth, ethical standards through the code of conduct of 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 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 and standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMCI, PMTCT, EPI, KMC. Assist Operational Managers by participating in NCS programs.

ENQUIRIES : Mrs. B. N. Mkhwanazi Tel No: 031 460 5003

APPLICATIONS : Applications to be forwarded to: The Human Resource Department, Wentworth Hospital, Private Bag, Jacobs, 4026 OR Hand deliver to Wentworth Hospital, 1 Boston Road, Management Boardroom.

FOR ATTENTION : Mr. M. S. Mgoza

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 wills 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: 11 December 2020

POST 27/220: OCCUPATIONAL HEALTH NURSE REF NO: EPH 05/2020
Cluster: KZN Department of Health

SALARY: R383 226 – R444 276 per annum. 13th Cheque Medical aid (optional) Housing allowance (employee must meet prescribed requirements)

CENTRE: Ekuhlengeni Psychiatric Hospital

REQUIREMENTS: Matric /Grade 12, Diploma/Degree in General Nurse or equivalent Qualification that allows for registration with SANC as a Professional Nurse: PLUS Registration Certificate with South African Nursing Council as General Nurse and Occupational Health Nurse, Current Registration (2018) with the SANC as a General and Occupational Health Nurse, One year post basic qualification in Occupational Health Nurse, A minimum of four (4) years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. And a valid code EB Driver’s license (code 08)

NB: Certificate of service from previous employer is compulsory; please include verification of employment from current employer, which must be endorsed by Human Resource Management.

DUTIES: Co – ordinate HIV, AIDS and TB Management (Hast) Sub – programme in context of prevention, treatment care and support for personnel. Work as part of multidisciplinary team to ensure quality of care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds no the development of orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and Wellness campaigns so as to respond to the need of employee. Conduct disease profiles amongst the employees and develop quality improvement plan, policies and procedures and sure timeous implementation. Co – ordinate health lifestyle promotion, medical surveillance (baseline, periodical and exit) and occupational health programmes. Conduct occupational health audits in line with the Occupational Health and Safety Act 85 of 1993 and relevant legislation and protocols. Co – ordinate establishment of multi-disciplinary HIV, AIDS, TB, Health and productivity. Management of Sub – Committee as a platform for reflecting on the employee health and wellness issues. Maintain accurate staff records, identity and investigate occupational health diseases and compile statistics and submit report to the management and district office. Develop occupational health business plan in line with institutional plans, manage, plan monitor, evaluate and review the utilization of resource as an acting employee health and wellness programme coordinator / manager. Any other duties allocated by supervisor.

ENQUIRIES: Ms. GP. Cele Tel No: (031) 9054 777/6/5

APPLICATIONS: All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. Box 3, Umbogintwini, 4125 or Hand delivered to: Off Old South Coast Road, Umbogintwini.

FOR ATTENTION: Ms. GP. Cele

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

CLOSING DATE: 11 December 2020

POST 27/221: PROFESSIONAL NURSE: PAEDIATRICS (SPECIALTY NURSING STREAM) REF NO: PN: PAEDIATRICS (SPEC NURS STREAM) /2/2020 (X1 POSTS)

Department: Nursing Department

SALARY:
Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum, 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Degree/ Diploma in General Nursing and 1 year post basic qualification in Child Nursing Science. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on legislations and guidelines related to paediatric care. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

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 determined by IALCH. Provision of nursing care in Paediatric areas. Participate in the implementation of priority programs that promote positive outcomes in paediatric patients. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES:
Ms. NO Mkhize Tel No: (031) 240 1063

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. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

**CLOSING DATE**: 11 December 2020

**POST 27/222**: CHIEF ARTISAN GRADE A REF NO: GS 64/20
Component – Maintenance

**CENTRE**: Greys Hospital

**REQUIREMENTS**: Grade 12 or equivalent. Proof of completion of an Electrical/Mechanical Apprenticeship and recognized Trade Test (Under the Manpower training act 1981). Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid Driver's License. Proof of working experience endorsed by Human resource Department.

**SALARY**: R386 487 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements


Ensure that routine day-to-day maintenance is carried out on all Buildings, Plant and Machinery. Supervise the maintenance staff including the gardens and grounds staff, including the programming of maintenance staff rosters and upkeep all log books as required by the Occupational Health and Safety Act. Ensure that all rosters for maintenance staff on-call are maintained and duly distributed timeously. Ensure that proper training is given to subordinates in carrying out maintenance under his control. Attend and assist with the selection, interviewing and recommendation of suitable candidates for appointment in the maintenance division. Deal with personnel welfare and handle complaints from the maintenance division at his level of his position. Check, assess and report on the work performance of subordinates in terms of EPMD on an ongoing basis, including the facilitation of regular meetings with maintenance staff. Organize and implement planned work of the maintenance sub-component at the institution including temporary re-allocation of duties and training and development. Check, examine and annotate the attendance register on daily basis to ensure that it is submitted to Human Resource Practices for scrutiny on monthly basis. Prepare briefs, schedule of work to be done and plan for contractual works to assist in the drafting of tenders, including inspection of contractual works performed by contractors. Check the annual maintenance work programme schedule and compile the maintenance and works budget. Manage ordering of bulk services such as electricity, oil and such materials to ensure the timely ordering of materials. Render fiscal control over maintenance budget ensuring that all maintenance expenditure is approved. Ensure that job cards are issued and managed in accordance with the maintenance procedure. Ensure that job card control registers are completed correctly in work situation to meet urgent demands. Ensure that job cards are fully completed, duly signed and forwarded to the Equipment Office according to the prescribed procedures. Conduct regular maintenance inspections in the institutional plant and buildings and relevant contractual works, including annotation of registers for Emergency Gen Sets, Medical Gas Plants, Autoclaves, etc. Ensure that spot checks are carried out on essential equipment such as fire-protection equipment, electrical appliances, kitchen equipment and laundry equipment and that these items are inspected thoroughly on a monthly basis. Ensure that notice boards are annotated daily and liaise with managers and supervisors on all maintenance matters as requested to ensure the smooth running of the institution in terms of the
ENQUIRIES: Mr E Madiba Tel No: (033) 897 3316
APPLICATIONS: To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION: Mr KB Goba
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 64/20. 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 (CIP)). African Males are encouraged to apply.
CLOSING DATE: 11 December 2020
POST 27/223: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 01/2020 (X1 POST)
Component: Shakaskraal Clinic
SALARY: Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)
CENTRE: Illembe Health District Office
REQUIREMENTS: Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC);A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.
DUTIES: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff, Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to
ENQUIRIES: Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600
APPLICATIONS: Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450
NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department reserves the Right to or not to make appointment(s) to the advertised post(s). 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: 31 December 2020
POST 27/224: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 03/2020 (X1 POST)
Component: Darnall Clinic
SALARY: Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
(Employee must meet prescribed conditions)
CENTRE: Ilembe Health District Office
REQUIREMENTS: Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/recognizable
DUTIES: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic.

ENQUIRIES: Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600

APPLICATIONS: Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450

NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020 NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s). 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: 31 December 2020

POST 27/225: PROFESSIONAL NURSE: OCCUPATIONAL HEALTH AND WELLNESS (SPECIALTY NURSING STREAM) REF NO: PN: OCC.HEALTH (SPEC NURS STREAM)/1/2020 (X1 POST)
Department: Occupational Health Department

SALARY:
Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum, 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Degree/Diploma in General Nursing and 1 year post basic qualification in Occupational health Nursing. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of all legislations and related legal and ethical practices related to Occupational Health and Staff Wellness. In-depth knowledge guidelines related to occupational health within the organization. Develop occupational health policies and standard operating procedures. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports and presentation at various management committees. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure effective and efficient services.

DUTIES: Perform a quality comprehensive clinical care as stipulated by various legislative requirements. Perform practice in accordance with the scope of practice and standards as determined by IALCH. Provision of health care; assessments; medical surveillance to the employees as stipulated by Occupational Health and safety act. Ensure that necessary information reaches department of labour as required. Participate in the implementation of priority programs that promote positive outcomes for employees at IALCH. Provide in-service training within the department.

ENQUIRIES: Ms. ET Mkhize Tel No: (031) 240 1080
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. It is the applicant’s responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

CLOSING DATE : 11 December 2020

POST 27/226 : CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 21/2020 (X1 POST)

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 330 – R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance

CENTRE : Thalaneni Clinic
Vumanhlamvu Clinic

REQUIREMENTS : Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

Grade 1: A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities 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 as determined by Primary Health Care. 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, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.


ENQUIRIES : Mrs. SJ Nguse Tel No: (035) 833 5047
APPLICATIONS : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION : Mrs. SG Masikane
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE: 11 December 2020

POST 27/227: ASSISTANT DIRECTOR: FINANCE REF NO: APP/11/2020 (X1 POST)

SALARY: R376 596 – R454 920 per annum

CENTRE: Appelsbosch Hospital

REQUIREMENTS:


DUTIES:

Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risk. Manage overall supply chain operation including the purchasing and inventory of all materials. Compile and present regular report to the Hospital Management on expenditure, financial projections and any variations from budget and prepare detailed budget report for the approval of Chief Financial Officer (CFO). Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure implementation of the total quality management framework and compliance to National Core Standards. Coordinate, review, analyses and quality assure the financial supporting information for planning purposes. Supervise staff i.e. assist staff in compiling EPMDS documents, training, discipline and management of grievances in the component. Manage functionality of all finance and SCM component (Budget, Expenditure, Revenue, Assets and Stores). Ensure clearance of suspense account and proper debt management. Ensure proper voucher control and payroll certification. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.

ENQUIRIES: Mr TL Gwele Tel No: (032) 294 8000 Ext: 259
APPLICATIONS: Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242.

FOR ATTENTION: Human Resource Manager

NOTE: Equity Target: African Male

CLOSING DATE: 11 December 2020
ANNEXURE Q

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

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

APPLICATIONS

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

FOR ATTENTION

Acting Director HR Services Tel No: 015 284 7466

CLOSING DATE

04 December 2020

NOTE

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

MANAGEMENT ECHELON

POST 27/228

DIRECTOR: MAINTENANCE MANAGEMENT REF NO: S4/1/06/2020/01
Dirorate: Property and Facilities

SALARY

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

CENTRE

Head Office, Polokwane

REQUIREMENTS

DUTIES:
Manage maintenance planning and operations. Provide the maintenance plan. Implement the National Infrastructure Maintenance Strategy (NIMS). Determine standards for technical condition assessment. Manage and monitor the implementation of condition assessment. Manage maintenance operations. Monitor the implementation of the maintenance plan and user asset management plan. Manage prestige accommodation and facilities management. Determine norms and standards for the maintenance of the prestige accommodation. Determine norms and standards for the provision of facility management services (security and landscaping). Provide maintenance plan and budget for prestige accommodation. Provide the terms of reference and framework for contractor to conduct day-to-day route maintenance and emergency maintenance at prestige accommodation. Manage and monitor performance in terms of service level agreement. Manage physical security services. Maintain integrated security system. Implement access and key control procedures. Develop and implement assets control procedures. Manage and provide support to major events. Manage investigations of security breaches. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Give direction to team in realising the Chief Directorate’s strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Monitor and report on the utilisation of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Monitor and evaluate the performance and appraisal of employees. Ensure capacity and development of staff. Ensure discipline of staff.

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

POST 27/229:
DIRECTOR: LEASE AND MUNICIPAL SERVICES REF NO: S4/1/06/2020/02
Directorate: Property and Facilities

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

CENTRE:
Head Office, Polokwane

REQUIREMENTS:

DUTIES:
Lease management. Negotiate with landlords around lease needs. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord and where necessary. Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreements. Rental management. Manage and oversee the provision of rental accommodation in the Province. Manage and liaise with tenants or renewal of rental accommodations. Manage the provincial accommodation register. Research and facilitate the development of rental contracts. Monitor adherence to stipulated terms and conditions of the contracts. Manage and develop rental collection policy and processes. Municipal services. Manage and provide budget and financial projections for payments of rates and taxes, municipal levies and valuations. Provide provincial reports on municipal services. Research and analyse the pattern for rates and taxes. Manage and conduct research on payments of rates and taxes, municipal levies and valuation. Develop, review and implement the departmental strategy policies and procedures pertaining to lease and municipal services. Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement...
and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within lease and municipal services. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Facilitate the formulation and manage component’s budget. Monitor and report on expenditure to ensure proper utilisation of equipment. Monitor and evaluate the performance and appraisal of employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain discipline of staff. Facilitate and ensure the development of job descriptions of supervisees.

**ENQUIRIES**: Ms. Magdeline Mokonyane, Ms. Phillipine Hanyane, Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, and Mr. Mathume Mabilo at Tel No: (015) 284 7353/7586/7663/7606/7607/7627
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 14 December 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 27/230 : PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES), REF NO: AGR 60/2020 (X2 POSTS)

SALARY : Grade A: R718 059 - R766 278 per annum (OSD as prescribed)
           Grade B: R809 631 - R872 220 per annum (OSD as prescribed)
           Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Engineering Degree (B Eng/BSc (Eng)) in Civil Engineering or relevant qualification; A minimum of 3 years post qualification engineering experience in water and irrigation is required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

DUTIES : Water and irrigation engineering; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr P Keuck at Tel No: (021) 808 5340

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 27/231 : CANDIDATE ENGINEER (CIVIL): SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES) REF NO: AGR 59/2020 (X2 POSTS)

(4 Year Contract)

SALARY : R618 732 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng)) in Civil Engineering or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Water and irrigation engineering; Project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking skills; Decision making skills; Planning and organising skills; Ability to work under pressure; Willing to travel; Written and verbal communication skills.
DUTIES: Water and irrigation engineering; Design new systems to solve practical engineering problems (challenges) and improve efficiency and enhance safety; Planning, designing, operating and maintenance of engineering projects; Office administration; Prepare inputs for the facilitation of resource utilisation; Research and development; Keep up with new technologies.

ENQUIRIES: Mr P Keuck at Tel No: (021) 808 5340

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 27/232: CHIEF MECHANICAL ARTISAN: MAINTENANCE REF NO: AGR 58/2019

SALARY: R386 487 - R441 891 per annum (Grade A, OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Appropriate Trade Test Certificate (Mechanical); A minimum of 10 years post qualification experience post qualification experience required as an Artisan/Artisan Foreman; A valid driving licence. Recommendation: Experience in mechanical workshop management; personnel supervision and procurement and stock keeping; Proven experience in tractor and implement maintenance and repairs. Competencies: Knowledge of the following: Mechanical fault detection and tractor maintenance and repairs; Maintenance of farm implements and equipment; Personnel and workshop management skills; Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Adherence and application to the Occupational Health and Safety Act.

DUTIES: Management of technical services in the mechanical and welding workshop; Maintenance and repairing of tractors, implements and other farm machinery and equipment; General administration and stock-keeping of goods and consumables; Manage and develop human resources; Financial Management including procurement and expenditure control.

ENQUIRIES: Mr BB Aucamp at Tel No: (021) 808 5222

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


SALARY: R268 713 per annum (OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: 3-year National Diploma in Civil Engineering or relevant qualification; Registration with ECSA as a Candidate Engineering Technician (Civil) is compulsory upon appointment; A valid driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Project Management; Technical design and analysis knowledge; Application of computer-aided engineering applications; Legal compliance; Written and verbal communication skills; Proven computer literacy; Research and development skills.

DUTIES: Water and irrigation engineering; Render technical services under supervision; Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development; Keep up with new technologies and procedures.

ENQUIRIES: Mr P Keuck at Tel No: (021) 808 5340

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 27/234: TRACTOR DRIVER/OPERATOR: VITICULTURE (ELSENBURG) REF NO: AGR 62/2020

SALARY: R145 281 per annum (Level 04)

CENTRE: Department of Agriculture, Western Cape Government
**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code C1 Driving license with a valid PDP. Competencies: Good understanding of the following: Farming activities; Routine tractor work and to use the correct implements with the tractor to plough, rippers, planters, crop sprayers and tow a heavy duty trailer; Ability to handle tools and to perform basic maintenance; Ability to work in a team and independently; Self-management; Customer focus and responsiveness; Planning and organising; Communication skills.

**DUTIES**

Operate a tractor with various implementation (such as plough, rippers, planters, crop sprayers) attached; To assist with the physical execution of various general farming activities; Perform vehicle maintenance and administrative support activities; Operate specialised machinery (such as harvesters, drilling equipment, excavators etc).

**ENQUIRIES**

Mr L Conradie at Tel No: (021) 808 7701

**APPLICATIONS**

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. 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**

Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

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**CLOSING DATE**

14 December 2020

**NOTE**

Only applications submitted online will be accepted. 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. 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.

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**MANAGEMENT ECHELON**

**POST 27/235**

**DIRECTOR: OFFICE OF THE CONSUMER PROTECTOR REF NO: DEDAT 21/2020**

**SALARY**

R1 057 326 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).

**CENTRE**

Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

A relevant Honours degree / LLB (NQF 8); At least 6 years middle management experience; the successful completion of the Senior Management Pre-entry Programme. Recommendation: Experience in complaints management and consumer education. Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

**DUTIES**

Manage the Office of the Consumer Protector; Provision of access to effective redress for consumers through complaints management and alternative dispute resolution; Provision of consumer rights awareness through education
and marketing; Provide a Consumer Tribunal oversight function; Ensure compliance with applicable laws such as Consumer Protection Act, Business Act, Credit Act, Second hand goods Act and other consumer protection legislation; Regulatory Services; Strategic Management; Human Resource Management; and Financial Management.

ENQUIRIES: Ms. C Julies Tel No: (021) 483 9000
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. 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 18 January 2021

OTHER POSTS

POST 27/236: DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 11/2020
SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level communications experience. Recommendation: Proven experience in the following: Leading communication and advocacy campaigns across a wide range of role-players and stakeholders; Working knowledge of the business industry and sectors; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Stakeholder relations; Modern systems of governance; Project Management; Written and verbal communication skills; Problem-solving skills; Proven computer literacy (MS Office).
DUTIES: Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
ENQUIRIES: Ms M Ellis at Tel No: (021) 483 9107/ 083 565 1867
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 27/237: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 47/2019 R1
SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years’ experience in a financial management environment. Competencies: Knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills; Ability to effectively use computer hardware and software as delivery tools.
DUTIES: Investigate Consumer complaints; Conduct negotiation, mediation and Effective and efficient operational management of the Budget management component; Recruitment and selection; Financial Management; Participation in Strategic Management; Co-ordination of the Budgeting and Planning portfolio; Strategic Planning process; Budget process; Adjustment estimate process; Adjustment estimate process; Training in terms of budgeting and planning to line functions; Co-ordinate of the Reporting Portfolio; Quarterly reporting; Annual reporting; Training in terms of reporting to line functions; Committees/Forums/Working groups; Accompany CFO to CFO sector specific forum at National Treasury.
ENQUIRIES: Mr R Le Breton at Tel No: (021) 483 9158
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 27/238: ADMINISTRATOR: BUSINESS REGULATION AND GOVERNANCE REF NO: DEDAT 13/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant investigation or related experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Consumer Protection Legislation; Consumer Related issues; Proven computer literacy; Negotiation/Mediation skills; Research Skills; Administrative Skills; Written and verbal communication skills.

DUTIES: Investigate Consumer complaints; Conduct negotiation, mediation and conciliation meetings; Ensure that effective administration within the Consumer Protection Environment occurs; Conduct research on consumer related disputes which may have an impact on the provisions of the Consumer Protection Act and consumer related-issues forthcoming from investigations and/or consumer trends; Maintaining effective engagements with business, NGO’s and CBO’s and consumer protection agencies; Provide investigative assistance to the Tribunal Support Unit; Providing an inspectorate function.

ENQUIRIES: Ms L Brown at Tel No: (021) 483 5133

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE: 14 December 2020

NOTE: Only applications submitted online will be accepted. 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. 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.

MANAGEMENT ECHELON

POST 27/239: CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER REF NO: EADP 39/2020)

SALARY: R1 251 183 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS),
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: Relevant B Degree or equivalent as on NQF level 7 as recognised by SAQA; Minimum of 5 years’ experience at senior managerial level; Completion of the Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driver’s license. Recommendation: Registration as a Chartered Accountant will serve as a recommendation. Competencies: Knowledge of the following: provincial executive support systems and services, good corporate governance norms and standards, public policy analysis and development processes, strategy development, management and monitoring and review, latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs
impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, public relations, public participation. Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights, opportunities Strong conceptual, interpretive and formulation skills Strong leadership, team building and interpersonal skills Exceptional planning, organizing and people management skills Ability to work collaboratively with stakeholders within and outside of the Western Cape Government Ability and experience in providing policy and strategy support in driving delivery The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances Project Management or project coordination experience – Ability to effectively lead and also be part of a team High level interpersonal, conflict resolution and consultation skills.

DUTIES: Translate Strategic Capability & Leadership, including Change Management in respect of the vision for the organisation into Chief Directorate goals. Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals. Identify and manage (actual and potential) risk factors and indicators to the achievement of Chief Directorate goals, incl. possible sources of risk and areas of impact and develop and implement feasible scenarios to mitigate the impact. Perform duties of Chief Financial Officer for the Department Member of Departmental Oversight Team for Cape Nature public entity. Report to the Head of Department/Accounting Officer on a regular basis on the activities of the Chief Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Ensure that sound people management practices are adhered to in the Chief Directorate by participating in and actively managing key areas to include recruitment, training, performance management, information capacity building, labour relations, and workforce planning. Ensure sound financial management practices are adhered to by participating in and actively managing key areas to include preparation of annual budgets and adjustments thereof, accountability for effective budget and expenditure control, ensure correct tender and procurement procedures are followed, comply with efficient and correct record keeping and management of assets.

ENQUIRIES: Mr PS van Zyl Tel No: (021) 483 8315
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. 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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

OTHER POSTS

POST 27/240: ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CRIMINAL INVESTIGATIONS REF NO: EADP 38/2020

SALARY: R402 045 per annum (OSD as prescribed)
CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS: An Honours degree (or higher qualification) in Environmental Management/Natural Sciences/Policing/Law or related qualification; A valid (Code B) driving licence. Recommendation: Working knowledge of environmental law enforcement; Experience in forensic investigation, administrative and/or criminal investigations; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Policies and procedures of the directorate/department;
Environmental legislation, Constitutional law, administrative law, criminal law, Environmental Management Inspectorate (EMI) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client orientation and customer focus.

**DUTIES**
Conduct criminal investigations into complaints of non-compliance with environmental legislation in conjunction with SAPS, NPA and other organs of state; Compile and maintain comprehensive case dockets with legally admissible evidence, including affidavits, specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Draft accurate and legally sound charge sheets, plea and sentence agreements, summons and subpoenas; Assist and partake in joint compliance and enforcement operations with external law agencies and other organs of state; Providing accurate and sound legal support regarding administrative and criminal environmental law enforcement issues; Conduct legally sound research into issues of compliance and enforcement; Partake in environmental awareness raising exercises pertaining to environmental law enforcement.

**ENQUIRIES**
Mr A. Bassier at Tel No: (021) 483 3506

**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 27/241**
ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL IMPACT ASSESSMENT (DEVELOPMENT MANAGEMENT) REF NO: EADP 40/2020

**SALARY**
Grade A: R272 739 - R302 691 per annum (OSD as prescribed)
Grade B: R318 267 - R353 226 per annum (OSD as prescribed)
Grade C: R373 209 - R473 574 per annum (OSD as prescribed)

**CENTRE**
Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural/Physical or Environmental Sciences; A valid driving licence (Code B). Recommendation: Relevant experience in the review of Environmental Impact Assessment; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation for environmental impact assessments; Methodologies for the evaluation of Environmental Management plans as well as environmental monitoring and auditing; Environmental Management Systems. Competencies: Knowledge of the practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management; Communication (written and verbal) skills; Strong report writing skills; Basic Proven computer literacy in Word, Excel and PowerPoint; Sound interpersonal and problem solving skills; Ability to meet strict deadlines.

**DUTIES**
Supporting the Director: Development Management with the following: Provisioning of an integrated environmental management regulatory, advisory and support service; To develop and maintain EIA and development related policies, guidelines, norms and standards; Supporting the director with strategic and operational management and administrative tasks; Compliance monitoring and auditing of environmental authorisations.

**ENQUIRIES**
Mr D. Swanepoel at Tel No: (044) 805 8600

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**DEPARTMENT OF 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.

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

OTHER POSTS

POST 27/242: HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: PAEDIATRICS)

SALARY: Grade 1: R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatrics. Inherent requirement of the job: The candidate must be willing to do outreach and perform overtime duties as necessary. Competencies (knowledge/skills): A special interest in a general paediatric domain such as allergy, developmental paediatrics or growth and nutrition is recommended. The candidate should be able to work in General Paediatrics, have management experience, possess good communication and team-building skills, adhere to safety standards, be computer literate, participate in training programs (including PhD program), should have previous administrative experience and a leadership course is recommended. The person should be able to converse in at least two of the three indigenous languages of the Western Cape.

DUTIES: Academic Teaching and Research in General Paediatrics. Clinical Governance and Leadership within General Paediatrics ensuring seamless interface of L1/L2 and L2/L3 services. Leadership and Management of the Clinical Unit General Paediatrics. Provision and oversight of General Paediatrics service delivery and outreach in the drainage area of Tygerberg Hospital.

ENQUIRIES: Prof M Kruger Tel No: (021) 938-9220 /Dr E Malek Tel No: (021) 938-6197

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: 11 December 2020

POST 27/243: HEAD CLINICAL UNIT GRADE 1 (MEDICAL) (RADIOLOGY)

Groote Schuur Hospital

SALARY: R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE: Groote Schuur Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Competencies (knowledge/skills): Having a sub-speciality imaging interest or interventional radiology competence would be an advantage. Comprehensive skills and experience in leadership, administration and management related to radiology. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills. Fluency in English.

DUTIES: Offer comprehensive, quality Radiology service to patients and clinicians. Effectively manage administrative functions. To stand in as acting Head of Division when required. Optimally supervise, instruct and train junior personnel, including registrars. Render outreach and support services to other levels of care in our drainage areas. Participate in academic activities at undergraduate and postgraduate level as required, including outside the division. Participate in continuing medical education, as required by the Health Professions Council of South Africa. Participate in research and supervision of MMed dissertations.
ENQUIRIES : Prof S Moosa Tel No: (021) 404-4184
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 : 11 December 2020
POST 27/244 : CLINICAL MANAGER (MEDICAL) GRADE 1
Central Karoo District

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs), (Plus a non-pensionable rural allowance of 22% of basic annual salary)
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSAs) as Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.
DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.

ENQUIRIES : Dr AJ Muller 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 : 11 December 2020
POST 27/245 : ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)
Garden Route District

SALARY : R614 991 per annum (Plus a non-pensionable rural allowance of 8% of the basic salary)
CENTRE : Ladismith Community Day Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Knowledge of Community Oriented Primary Care. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel; PowerPoint).
DUTIES : Responsible for operational and strategic management of District Health Services for the Sub-district. (i.e. CDCs, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Provide clinical supervision and support services at Kannaland Sub District PHC Facilities. Ensure efficient
financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning of clinic staff within the Sub-district. Liaise with other organisations and role-players within the Kannaland sub-district to ensure appropriate service delivery to the community.

ENQUIRIES : Dr J Denkema Tel No: (028)551-1342
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 : 11 December 2020

POST 27/246 : OPERATIONAL MANAGER NURSING (SPECIALITY: MOU)
Chief Directorate: Metro Health Services

SALARY : R562 800 per annum
CENTRE : Michael Mapongwana CHC
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 a 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 requirements of the job: Valid Code (B/EB) driver’s licence. Willingness to work after hours. Competencies (knowledge/skills): Principles of Management: leadership, supervision, 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).
DUTIES : Responsible for the coordination and delivery of quality nursing care within the allocated Maternal Child and Woman’s Health 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 : Ms K Jacobs Tel No: (021) 361-3353
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 11 December 2020

POST 27/247 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY : R562 800 per annum (PN-B3)
CENTRE : Grassy Park Community Day Clinic (X1 Post)
Maitland Community Day Clinic (X1 Post)
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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health assessment, treatment and care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy. Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Knowledge in Health sector. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office Excel/Outlook).

DUTIES: Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management, Infrastructure, maintenance and facilities management.

ENQUIRIES: Ms LM Appolis Tel No: (021) 202-0933/885
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: 11 December 2020

POST 27/248: MEDICAL OFFICER GRADE 1 TO 3: (SURGERY GENERAL SERVICES) (X2 POSTS) (5/8TH AND 3/8TH)

SALARY:
Grade 1: R513 252 (5/8th) per annum (X1 Post)
Grade 2: R586 854 (5/8th) per annum
Grade 3: R681 057 (5/8th) per annum
Grade 1: R307 953 (3/8th) per annum (X1 Post)
Grade 2: R352 113 (3/8th) per annum
Grade 3: R408 636 (3/8th) per annum (A portion of the package can be structured according to the individual’s personal needs.)

CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience after registration in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to work in a team and under pressure. Knowledge in management of breast pathology in an out-patients setting.


ENQUIRIES: Dr K Maart Tel No: (021) 938-4141 or email: Kurt.Maart@westerncape.gov.za
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. *Candidates who are not in possession of the stipulated registration requirements, may also
apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 11 December 2020

POST 27/249 : CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (COMMUNITY BASED SERVICES)
Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-A2)
CENTRE : Klipfontein/Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). 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: Valid Code B/EB driver’s licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding the District Health System. Project management skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services (pertaining to nursing and related services) in a delegated Sub-district. Establish, maintain and participate in inter-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, mentoring and development of delegated staff (nursing and community health workers in particular). Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.

ENQUIRIES : Ms F Peters Tel No: (021) 370-5000
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 : 11 December 2020

POST 27/250 : OPERATIONAL MANAGER NURSING (GENERAL)
West Coast District

SALARY : R444 276 per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)
CENTRE : Lapa Munnik 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: Current registration with the SANC as a 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 requirements of the job: Willingness to work shifts, day or night when required. Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three languages of the Western Cape. Knowledge of appropriate SANC rules and regulations. Knowledge of policies and procedures applicable to the profession. Ability to function independently and as part of a multi-disciplinary and Strategic Planning team. Effective communication, leadership, decision making and supervisory skills. Good interpersonal skills.

DUTIES : Coordinate optimal holistic Nursing Care provided within set standards and a professional/legal framework within areas. Participate in the analysis,
formulation, and implementation of nursing guidelines, practice standards and procedures. Manage and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub- District Management including effective management of cleaning services, food services, information management, finance management with input in budget monitoring, people management, case management and grounds maintenance in collaboration with the Head of Administration. Direct interaction and involvement in the primary health care services platform of the BERGIVER SUB – district and commitment to the promotion of integrated health care service.

ENQUIRIES: Mr N Goeieman Tel No: (022) 931-2140
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: 11 December 2020

POST 27/251: CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH) (X2 POSTS)
Central Karoo District

SALARY: Grade 1: R444 276 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
CENTRE: Central Karoo District Office (X1 post stationed in Laingsburg and X1 post stationed in Beaufort West)

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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver’s licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women’s-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint).Ability to work independently and in a multi-disciplinary team.

DUTIES: Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men’s Health and the 1st 1000 day’s strategies within the Laingsburg and Prince Albert sub districts (1 post) and the Beaufort West Sub District (2nd post). Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub districts (1 post) and the Beaufort West Sub District (2nd post) to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub districts (1 post) and the Beaufort West Sub District (2nd post) to with all other quality related services.

ENQUIRIES: Ms A Jooste Tel No: (023) 414-3590
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 practical test will form part of the selection process.
CLOSING DATE: 11 December 2020
POST 27/252

**CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**

Chief Directorate: Metro Health Services

**SALARY**: Grade 1: R444 276 per annum (PN-A2)

**CENTRE**: Northern/Tygerberg: Sub-structure Office

**REQUIREMENTS**: Minimum educational qualification: Basic R424 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. 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. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and understanding of IPC and OHS Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research of surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control.

**DUTIES**: Develop and implement and train on relevant clinical practical guidelines and SOP in respect of IPC and OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy and OHS policies. Support quality Assurance programmes: monitor adherence to OHS, IPC and Risk Management e.g. COVID 19 in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS and IPC meetings and support Quality Assurance Programmes i.e. Ideal Clinic and OHSC.

**ENQUIRIES**: Ms C Llloyd Tel No: (021) 815-8898

**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: 11 December 2020

POST 27/253

**CHIEF ARTISAN GRADE A**

Chief Directorate: Metro Health Services

**SALARY**: R386 487 per annum

**CENTRE**: Valkenberg Hospital


**DUTIES**: (key result areas/outputs): Effective and efficient management of the Workshop, including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Provide input and assistance with technical specifications. Draft monthly reports and perform other relevant administrative tasks.

**ENQUIRIES**: Ms P Solani Tel No: (021) 826-5789

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

**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo a practical test.
POST 27/254

**CLOSING DATE**: 11 December 2020

**POST 27/254**: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Red Cross War Memorial Children’s Hospital

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

**CENTRE**: Red Cross War Memorial Children’s 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 1-year qualification 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. 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/recognizable 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 recognizable experience after obtaining the 1-year post basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary. Willingness to work weekends and public holidays. Competencies (knowledge/skills): NIMART training or experience. Current proof of prescribing and dispensing licence. 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. Ability to assess, manage and ensure safe disposal of children in an Emergency Centre. Ability to triage patients according to SATS. Ability to assess and manage wounds. Appropriate Paediatric Nursing care experience.

**DUTIES**: To see children presenting in the Emergency Centre: Assess, manage and safely discharge/refer children and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Provision of comprehensive and cost-effective patient care. Triage Queue Management. Link with the community structures and NPO’s. Collect data and submit reports. Participate in FBUs and M&M Meetings on a monthly basis.

**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**: 11 December 2020

POST 27/255

**POST 27/255**: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)
West Coast District

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

**CENTRE**: Citrusdal PHC Clinic and Wupperthal PHC Clinic

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic with duration of at least 1-year qualification in Curative Skills in Primary Health Care 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 experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willing to travel and work extended hours. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal, planning, organisational
skills and computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.

**DUTIES**
- Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies.
- Render an effective and comprehensive nursing treatment and care to patients.
- Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES**
Ms M Sandt Tel No: (022) 921-2730/4

**APPLICATIONS**
Please submit your application for the attention of Ms M Sandt to the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

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

**CLOSING DATE**
11 December 2020

**POST 27/256**
QUALITY ASSURANCE MANAGER
Chief Directorate: Metro Health Services

**SALARY**
R376 596 per annum

**CENTRE**
Khayelitsha District Hospital

**REQUIREMENTS**

**DUTIES**
- Formulate Policies and Strategies for quality improvement and drive implementation thereof providing expert guidance and support for the implementation of Quality Assurance. Effective co-ordination, control, monitoring and evaluation of Quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs, in line with Health policies and the implementations, monitoring and assist with continuous assessment of the National Core Standards to achieving compliance providing Technical support to Executive Management and all departments. Co-ordinate interventions aimed at improvement of the Patient Experience and respond to Consumer enquiries to ensure that prescribed policies and guidelines are adhered to participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Support, identify and promote staff education, quality improvement and development initiatives to ensure continuous quality assurance and customer care training thereby to analyse trends from reports and develop plans for quality improvement. Collect and analyse data and provide technical reports for internal and external stakeholders to ensure total quality management in the hospital. Ensure effective leadership, implementation and management of Quality Assurance program of the hospital through efficient operational planning, compliance, audits, engagements, support, reports, and records.

**ENQUIRIES**
Mr D Binza Tel No: (021) 360-4520

**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**
11 December 2020
POST 27/257: COMMUNITY LIAISON OFFICER
Central Karoo District

SALARY: R316 791 per annum
CENTRE: Central Karoo District Office
REQUIREMENTS:
- Minimum educational qualification: Appropriate 3-year Diploma/Degree.
- Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid driver’s licence (Code B) and willingness to travel. Willingness to perform overtime duties when required.
- Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy.

DUTIES:
- Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realize community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Central Karoo District in order to build healthy communities (Wellness & events). Assist and support with the establishment and implementation of clinic committees/statutory structures. Consolidate and prepare all relevant reports.

ENQUIRIES:
- Ms A Jooste Tel No: (023) 414-3590

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: 11 December 2020

POST 27/258: SENIOR STATE ACCOUNTANT
Head Office, Cape Town

SALARY: R316 791 per annum
CENTRE: Directorate: Management Accounting (Bellville Health Park, Bellville)
REQUIREMENTS:
- Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience. Appropriate experience using tools for report generation (MS Excel, Word, Access and SQL). Inherent requirements of the job: Valid (Code B/E B) driver’s licence. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Solid understanding of accounting software and their utilisation in report-generation. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Firm understanding of cost accounting principles and techniques. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Advanced Excel skills e.g. the ability to program excel. Ability to analyse information and work with figures.

DUTIES:
- Personnel budget management and reporting based on various principles derived from standard management accounting techniques. Maintenance of databases through basic queries. Extraction, testing and clean-up of data to ensure data integrity. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various monitoring and evaluation committees. Training and assistance to hospital staff on financial models. Supervise subordinates (performance management, discipline and development).

ENQUIRIES:
- Mr J de Beer Tel No: (021) 815-8610

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. Short listed candidates must be prepared to do a test as part of the evaluation process.
- CLOSING DATE: 11 December 2020
POST 27/259 : PERSONAL ASSISTANT (X2 POSTS)
Head Office, Cape Town

SALARY : R257 508 per annum

CENTRE : Directorate: Management Accounting, Belville Health Park (Belville, Cape Town) (X1 Post), Directorate: Finance, Head Office, Cape Town (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate with an appropriate post matric Secretarial or Office Management Qualification of a minimum duration of 12 months. Experience: Appropriate experience as Personal assistant/Office Manager. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Secretarial and Office Management, Document and spreadsheet compilation. Proficient in Excel, MS Word, PowerPoint, Outlook Office. Excellent interpersonal, administrative organisational skills. Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyse numbers and read reports.

DUTIES : Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing up PowerPoint presentations, etc). Provide diary management and meeting support to the manager (arrange meetings and travel arrangements, taking minutes, collation of documents, etc). Provide administrative support to the manager (collate/compile reports, manage leave registers, co-ordinate training, etc). Provide finance and supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash).

ENQUIRIES : Ms J Tubb Tel No: (021) 483-5490

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 test will form part of the interview process.

CLOSING DATE : 11 December 2020

POST 27/260 : PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL NURSING TRAINING)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R256 905 per annum (PN-A2)
Grade 2: R315 963 per annum (PN-A3)
Grade 3: R383 226 per annum (PN-A4)

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as a professional nurse with SANC in General Nursing. Grade 2: Minimum of 10 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Grade 3: Minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Facilitate and teach the clinical programs developed for the clinical areas in the general nursing. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses in the general nursing. Evaluate/assess the competencies and skills of nursing personnel. Effective management of clinical teaching programs in the general nursing. Ensure the accommodation of nursing personnel. Effective Management and utilisation of human resources.

ENQUIRIES : Ms G. Mashaba Tel No: (021) 360-451/440
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE: 11 December 2020

POST 27/261: ARTISAN PRODUCTION: GENERAL ENGINEERING (MEDICAL GAS)
Groote Schuur Hospital

SALARY: Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

CENTRE: Groote Schuur Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate trade test certificate in the Mechanical or Millwright Fields. 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: Valid (Code B/EB) driver's licence. Working outside of normal office hours. Being available in case of emergencies. Fit and able to work in confined spaces. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.

DUTIES: Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division’s control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.

ENQUIRIES: Mr. R van Schalkwyk Tel No: (021) 404-6289/Mr. D Smith Tel No: (021) 404-6201

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

NOTE: Shortlisted candidates will be subjected to a practical test. No payments of any kind is required when applying for this post. Candidates who previously applied for this position are encouraged to reapply

CLOSING DATE: 11 December 2020

POST 27/262: ARTISAN PRODUCTION GRADE A TO C (PLUMBING)
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 Plumbing. 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 requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work irregular hours (e.g: overtime, after hours, standby duties and weekends and attend to emergencies when required). Competencies (knowledge/skills): Good communication skills in two of the
three official languages of the Western Cape. Ability to manage the Workshop independently. Sound knowledge in terms of the requirements of the Machinery and Occupational Health and Safety Act.

**DUTIES:**
Maintenance and repair of all plumbing repairs at Khayelitsha District Hospital under the supervision of the Chief Artisan. Maintain and repair plumbing installations and equipment at the institution. Assist with and oversee general repairs and maintenance for other building and drain matters. 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 their duties.

**ENQUIRIES:**
Mr L Peterson 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:**
11 December 2020

**POST 27/263:**

**ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
West Coast District

**SALARY:**
R173 703 per annum

**CENTRE:**
Louwville Clinic (X1 Post)
Hanna Coetze Clinic (X1 Post)

**REQUIREMENTS:**
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills):
Computer literacy (Word, Excel and Power Point) and data capturing skills. Working experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Excellent filling and recordkeeping skills. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team. Good verbal and written communication skills and ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**
Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File patient folders, documents on a daily basis and handle all general administration duties. Maintain and schedule patient appointments. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms and standards.

**ENQUIRIES:**
Ms AR Louw Tel No: (022) 709-5066

**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:**
11 December 2020

**POST 27/264:**

**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT)**
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 Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge & Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Strong analytical skills and problem-solving abilities. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES:**

**ENQUIRIES:**
Ms JJ Jooste Tel No: (021) 508-8340
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 : 11 December 2020

POST 27/265 : ADMINISTRATION CLERK: SUPPORT
Overberg District

SALARY : R173 703 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirement of job: Willingness to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) and data capturing. Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom/Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Reception, registry and records management skills.

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

ENQUIRIES : Ms Y Yenzela-Mhlaba Tel No: (028) 514 8400
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 : 11 December 2020

POST 27/266 : ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT
Garden Route District

SALARY : R173 703 per annum
CENTRE : Knysna Hospital

DUTIES : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.

ENQUIRIES : Ms AL Borcherds Tel No: (044) 3028474
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo a practical test.
CLOSING DATE : 11 December 2020

POST 27/267 : TELKOM OPERATOR
Red Cross War Memorial Childrens Hospital

SALARY : R145 281 per annum
CENTRE : Red Cross War Memorial Childrens Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an
electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES**

Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Check that the pager system and broadcasting system is functioning properly. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.

**ENQUIRIES**

Ms S Cupido Tel No: (021) 6585452

**APPLICATIONS**

Please submit your application for the attention of Ms T Nqola to the Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag x 5, Rondebosch, 7700.

**NOTE**

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

**CLOSING DATE**

11 December 2020

**POST 27/268**

**LINEN STORES ASSISTANT**

Chief Directorate: Metro Health Services

**SALARY**

R102 534 per annum

**CENTRE**

Lentegeur Hospital

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in handling of clean and dirty linen within a health environment. Inherent requirements of the job: Willingness to do manual labour and assist in other departments when required. Must be able to count well. Valid Code B/EB drivers licence. Competencies (knowledge/skills): Knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

**DUTIES**


**ENQUIRIES**

Mr J Wessels Tel No: (021) 370 -1344

**APPLICATIONS**

The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell’s Plain, 7785.

**FOR ATTENTION**

Mr T Twalo

**NOTE**

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

**CLOSING DATE**

11 December 2020

**POST 27/269**

**PORTER**

Chief Directorate: Rural Health Services

**SALARY**

R102 534 per annum

**CENTRE**

Paarl Hospital

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Prepared to handle corpses (deceased bodies). Prepared to work in all departments / wards in hospital. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

**DUTIES**

Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/ treatment areas and assist with shifting of medical equipment. Effective and efficient control of equipment and reporting any defects of trolleys and wheelchairs to supervisor.
Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.

**ENQUIRIES** : Ms GP Storm Tel No: (021) 860-2844

**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.

**FOR ATTENTION** : Mr K Cornelissen

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

**CLOSING DATE** : 11 December 2020

**POST 27/270** : FOOD SERVICES AID (X5 POSTS)

**SALARY** : R102 534 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Experience of the Cook-Chill System. Experience with patient service.ie. Ward hostess. Inherent requirement of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of a physical nature. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function within a team and work under pressure. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs course.

**DUTIES** : Utilise the Cook Chill System, prepare, cook, plate and regenerate and serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Recipes and Menus. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and Kitchen staff and feedback problems and recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

**ENQUIRIES** : Ms AS van Schalkwyk Tel No: (021) 404-4042

**APPLICATIONS** : Please submit your application for the attention of Mr MS Benjamin to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

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

**CLOSING DATE** : 11 December 2020

**POST 27/271** : FOOD SERVICES AID (X2 POSTS)

**SALARY** : R102 534 per annum

**CENTRE** : Stikland Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. The ability to read, speak and write in two of the three official languages of the Western Cape.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

**ENQUIRIES** : Ms J Walters Tel No: (021) 940-4575

**APPLICATIONS** : Please submit your application for the attention of Mr CR Solomons to The Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville, 7530.

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

**CLOSING DATE** : 11 December 2020
DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 14 December 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 27/272 : PERSONAL ASSISTANT: SOCIAL WELFARE AND RESTORATIVE SERVICES REF NO: DSD 99/2020
SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; Proven computer literacy; High level of reliability; Ability to act with tact and discretion; Self-management and motivation; Good grooming and presentation; Good telephone etiquette; Written and verbal communication skills.
DUTIES : Provide a secretarial/receptionist support service to the Chief Director; Render administrative support service; Provide support to the Chief Director regarding meetings; Support the Chief Director with the administration of the Chief Director’s budget; Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
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: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 27/273 : REGISTRY CLERK: LOGISTICAL SERVICES (METRO EAST- SOMERSET WEST) REF NO: DSD 97/2020
SALARY : R173 703 per annum (Level 05)
CENTRE : Department of 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 : Mr CW Ceaser at Tel No: (021) 812 0921
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 27/274**

**ADMINISTRATION CLERK: SOCIAL WELFARE AND RESTORATIVE SERVICES**

**SALARY**
R173 703 per annum (Level 05)

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant work experience Competencies: Knowledge of the following: Clerical duties; Data capturing; Collecting stats; Proven computer literacy; Written and verbal communication skills; Planning and organization skills; Interpersonal relations skills.

**DUTIES**
Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration clerical support services within the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**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: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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**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.

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**OTHER POSTS**

**POST 27/275**

**DEPUTY DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES**

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

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years’ experience in the policy and research/ built environment; 3 years management level experience; A valid code B (or higher) driving licence. Recommendation: A Post graduate qualification in Planning or Policy Development related field; Experience in futures research, complexity science and systems thinking. Competencies: Extensive working knowledge of the following: National, Provincial, Local and Departmental policies, prescripts and practices regarding multi-sector infrastructure, research and planning methodology; Public Policy Analysis; Global, regional and local political, economic and social affairs impacting on infrastructure planning; Programme and Project Management; Strategic, Financial and Human Resource and Project and Programme Management skills; Ability to work under pressure and meet tight deadlines; Complex report writing skills; Planning, mediation, negotiation and punctuality; Excellent communication (written and verbal) and facilitation skills; Proven computer literacy; Planning and organising skills.

**DUTIES**
To research and analyse the Public and Private Sector Policy Environment and alignment to Infrastructure Programmes; To review and develop Infrastructure Policy Directives within the mandate of the Department; Develop Infrastructure Reports and manage the development of integrated infrastructure Plans derived from the Western Cape Infrastructure Framework; plan and coordinate research on strategic infrastructure policy issues; Support strategic planning
structures with appropriate policy formulation and implementation; Provide strategic support to the policy agenda of key strategic public and private partners; Effective and efficient Strategic, Human Resource and Financial Management practices.

ENQUERIES : Mr N Rahbeeni at Tel No: (021) 483 5557
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 27/276 : DEPUTY DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: TPW 113/2020

SALARY : R733 257 per annum (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years middle management level experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant skills development legislation; Public Service; Programme/project management, research and planning procedure; Public service reporting procedures; Human Capital Management and Development; Financial Management; The following skills: Management; Planning & Organisational; Project Management; Facilitation; Financial management; Ability to interpret and apply policy; Policy formulation; Report writing and formulation; Proven computer literacy; Human capital planning/management/development; Communication (written and verbal) skills; Problem solving & analytical skills.

DUTIES : Act as a programme manager for the various projects derived from the bursary programme in line with provincial and departmental strategic objectives and national and provincial government regulatory framework; Manage the establishment and maintenance of intergovernmental relations with other spheres of Government; Conduct research on the needs and/or requirement of academic institutions, labour market and operational needs of the Department in respect of built and engineering; Manage, evaluate and monitor the effectiveness and efficiency of the programme in relation to compliance to legislative and regulatory framework; Develop and manage service level agreements related to contracts; Render line administrative support services; Participate in strategic management.

ENQUERIES : Ms FS Rayi at Tel No: (021) 483 9834
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 27/277 : MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/ PROJECT INFRASTRUCTURE DELIVERY: GENERAL REF NO: TPW 70/2020

SALARY : Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescript)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer (proof of payment must be submitted with application); A valid code B driving licence. Competencies: Contract documentation and administration; Act/regulations of Occupational Health and Safety (OHS) Act; National Building Regulations and all relevant built environment legislation; Research and development; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and public transport facilities; Computer supported design of buildings and services; Design of different mechanical systems; Knowledge of: Wet service systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Proven computer literacy (MS Office and mechanical engineering design packages); Communication (written and verbal) and
technical report writing skills; People Management skills; Professional judgement; Ability to work under pressure, meet deadlines and in a team; Conflict management.

**DUTIES**
- Initiative in planning and execution; Cost effective solutions; Development of tender specifications; Ensuring that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Acceptance of responsibility and management of financial resources; Ensure adherence to regulation and procedures for procurement and personnel administration; Monitor and control expenditure and reporting on expenditure and service delivery; Communications; management of human resources and quality of work; Supervise the engineering work and processes; Administer performance management and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES**
- Mr H. Bouwer at Tel No: (021) 483 5052

**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 27/278**
- **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL/MECHANICAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 59/2020**

**SALARY**
- Grade A: R718 059 - R766 278 per annum
- Grade B: R809 631 - R872 220 per annum
- Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE**
- Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
- An appropriate Engineering Degree (B Eng/BSc (Eng)) or relevant qualification; Three years post qualification experience in electrical/mechanical engineering/project management; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal); Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

**DUTIES**
- Execution and oversight over delivery of Infrastructure projects in a government context including: Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Project Cost Management ;Contract Management including; Project Resource assignment and management; Information Management; Stakeholder Management; Project scheduling and time management and manage day-to-day operational aspects of a project and scope, creating and executing project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Programme Manager; Liaise and interact with services providers, client and management under the guidance of the Programme Manager.

**ENQUIRIES**
- Mr O Geduldt at Tel No: (021) 483 7851

**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 27/279**
- **MECHANICAL ENGINEER (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 228/2019 R2**

**SALARY**
- Grade A: R718 059 - R766 278 per annum
Grade B: R809 631 - R872 220 per annum
Grade C: R925 734 - R1 090 458 per annum
(Salary will be determined based on post registration experience as per OSD prescript)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification;
Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application);
A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES
Ms Jodie 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 27/280
ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: TPW 114/2020

SALARY
Grade A: R618 732 - R666 540 per annum (OSD salary determined as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD salary determined as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD salary determined as prescribed)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
A Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration. Competencies: Knowledge in the following: Act/regulations of Occupation
Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Leadership skills; Written and verbal communication skills; Ability to work under pressure and meet deadlines.

**DUTIES**

Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.

**ENQUIRIES**

Mr L Binkowski at Tel No: (021) 483 3237

**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 27/281**

**ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MECHANICAL REF NO:** TPW 46/2019 R2

**SALARY**

- Grade A: R311 859- R332 799 per annum
- Grade B: R353 226 - R380 775 per annum
- Grade C: R402 045 - R473 574 per annum

*(Salary will be determined based on post registration experience as per OSD prescribed)*

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

- 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years’ post qualification technical (engineering) experience. A valid code B driving licence. Recommendation: The ability to monitor and manage a prescribed maintenance programme for mechanical equipment in the road maintenance fleet. Competencies: The ability to: Evaluate and recommend offers according to specifications; Communicate all levels of management; Control budgetary costs; Proven computer literacy; Have broad understanding in all relevant aspects of the mechanical section and road construction; The ability to investigate technical problems and to find practical solutions; Written and verbal communication skills.

**DUTIES**

Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

**ENQUIRIES**

Mr H Strydom at Tel No: (021) 483 2130

**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 27/282**

**REGIONAL FOREMAN: CONSTRUCTION AND SPECIALISED AND ROAD MAINTENANCE REF NO:** TPW 108/2020 (X2 POSTS: REGION 2)

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Transport and Public Works, Western Cape Government
**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or similar environment; A valid code B (or higher) driving licence. Recommendation: Working experience in: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

**DUTIES**

Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

**ENQUIRIES**

Mr. F.M Lotz at Tel No: (044) 272 6071

**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

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**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting; A minimum of 6 years relevant experience within the finance sphere. Recommendation: A valid (Code B) driving licence; Willingness to travel as required; Qualification or completed course within Financial Management. Competencies: Knowledge of the following: BAS (Basic Accounting System) Financial System or similar systems; Public Finance Management Act, National/ Provincial/ Treasury Instructions and prescripts; Proven computer literacy (MS Office); Written and verbal communication skills; Problem solving and decision making skills; Project Management skills.

**DUTIES**

Supervise and coordinate the activities to bookkeeping and banking service; Capturing of journals entries and authorizing of all payment transactions, receipts on Basic Accounting System (BAS) and stand-in for LOGIS payments; Maintain registers inclusive of, but not limited to travel and subsistence, catering and entertainment; Clear asset and liability accounts; Maintain the petty cash and keep record of all revenue transactions; Retain financial information as per prescripts and in response to audit requests and communications; Make operational recommendations on submissions, delegations, standard operating procedures (SOP’s), fraud and corruption, risks; Manage and supervise team discipline, performance and quality of work.

**ENQUIRIES**

Ms M Barnard at Tel No: (044) 272 6071

**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

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**REQUIREMENTS**

Ability to read and write (Basic Literacy)/ Adult basic education and training (ABET). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

**DUTIES**

Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may
include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

**ENQUIRIES**
Mr D Plaatjies at Tel No: (044) 272 3699

**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. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.