



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF DEFENCE

The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (race, gender and disability). The candidature of persons whose transfer/appointment will promote representativeness will receive preference.



CLOSING DATE : 05 February 2021 at 16:00.

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed employment form Z83, i.e. effective 01 January 2021 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Should an application be received using incorrect application for employment form Z83, it will be disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be required to sign a performance agreement. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules. Applications received after the closing date will not be considered. These posts are re-advertisement and those applicants who have previously applied must re-apply.

MANAGEMENT ECHELON

POST 02/01 : **CHIEF AUDIT EXECUTIVE (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: CAE 01/21/01
(Permanent)

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

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.

REQUIREMENTS : An undergraduate qualification (NQF level 7) and a Postgraduate Qualification (NQF level 8) in Internal Audit /Finance as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within the Audit/Finance environment. Must be fully registered with a Professional Body. No appointment shall be recommended without a Certificate for entry into the SMS (The course is available at the National School of Government or following link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, though not essential, would be

advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management skills, and must possess the SMS Core Management Criteria: Strategic Capability and Leadership, Client Orientation and Customer Focus, Problem Solving and Analysis, People Management and Empowerment, Financial management and Change Management.

DUTIES

: Provide strategic direction for Defence Internal Audit Services. Serve as the Functional Authority for Defence Internal Audit in the Department and Assist the HOD and AO in the development of requisite Defence Internal Audit Delegations and the assignment of duties as provided for in law. Direct and shape Defence Internal Audit and the conducting of Audit Services in the Department through the development and maintenance of the following: Internal Audit Charter, Internal Audit functional policies, Internal Audit Framework and Strategy, Internal Audit Plans including the interface with the Special Defence Account and related matters. Ensure alignment of all internal audit strategies, policies and plans with relevant national standards and norms applicable to internal audit. Develop and promulgate standard operating procedures applicable in the conducting of audit exercises. Develop the necessary departmental plans for Defence Internal Audit and in particular, the Defence Rolling 3-Year Strategic Audit Plan. Establish departmental management bodies for the management of Defence Internal Audit. Manage the departmental relationship with all internal and external assurance providers. Provision of independent, objective assurance and consulting services through a systematic disciplined approach and make recommendations for improvements-Review the reliability, validity and integrity of financial statements as and when required including internal controls in the finance system. Review performance information as provided in the Quarterly and Annual Report. Facilitate the appointment and convening of the Audit Committee. Present regular internal audit reports to the Audit Committee. Ensure that the DOD's APP is timeously tabled at the Audit Committee meeting for review in preparation for tabling in Parliament. And any other duties that may be assigned in line with the post.

ENQUIRIES APPLICATIONS

: Major General N.E. Mkhize Tel No: (012) 339 5023.
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)

FOR ATTENTION

: Ms K.B. Muregu

POST 02/02

: **CHIEF DEFENCE INTERNATIONAL AFFAIRS (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO.CDIA 01/21/02**
(Permanent)

SALARY CENTRE REQUIREMENTS

: R1 521 591 per annum (Level 15) (All-inclusive salary package)
: ARMSCOR Building, Erasmuskloof, Pretoria.
: An undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognised by SAQA. A qualification in International Relations would serve as an advantage. Must have 8-10 years proven experience at Senior Managerial level of which at least five (5) years should be within an international affairs environment. No appointment shall be recommended without a Certificate for entry into the SMS (The course is available at the National School of Government or following link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and senior managerial positions. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector would be advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management skills, and must possess the SMS Core Management Criteria: Strategic Capability and Leadership, Client Orientation and Customer Focus, Problem Solving and Analysis, People Management and Empowerment, Financial management and Change Management.

DUTIES

: Serve as the Functional Authority for Defence Diplomacy in the Department and provide strategic direction for Defence International Affairs. Direct and shape Defence International Relations and the conducting of Defence Diplomacy in the Department. Support the EA and HOD in the execution of all Defence Diplomacy prerogatives, including the full administration of bilateral

and multilateral international obligations. Assist the HOD & AO in the development of those International Agreements related to the conducting of Defence Diplomacy Capability. Develop and maintain the required departmental policies, frameworks, strategies and systems appropriate for the Defence Diplomacy Capability. Develop reports for the HOD and the EA to report to Parliament and Cabinet on Defence Diplomacy matters. Ensure alignment of DIA initiatives with the priorities and initiatives in the Presidency, MoD and South Africa's Foreign Policy. Coordinate and facilitate DOD international agreement liaison initiatives. Facilitate the approval of all DOD international agreements in line with the legal prescripts. Compile comprehensive instructions with regard to the maintenance and/or enhancement of international defence agreements, establish internal control systems for all defence international agreements. Ensure adherence to international treaties and other legal instruments binding on SA. Establish and maintain liaison with relevant international organisations, e.g. SADC, AU, UN. Direct and manage Defence Diplomacy functional policies, develop the necessary departmental plans for Defence Diplomacy and manage Defence Diplomacy specific risks. Analysing of international legal instruments, including Treaties, PACTS, MOU's and Protocols. Manage and administer the Defence Diplomacy Capability in accordance with departmental Resource Management Framework, Policies and Procedures. And any other duties that may be assigned in line with the post.

ENQUIRIES : Major General N.E. Mkhize Tel No: (012) 339 5023
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)

FOR ATTENTION : Ms K.B. Muregu

POST 02/03 : **CHIEF DEFENCE LEGAL SERVICES (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: CDLS 01/21/03
 (Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : A Postgraduate degree in law (NQF Level 8) is required as recognised by SAQA. A Master's Degree (NQF Level 9) in the Legal field will serve as an advantage. Admission as an Attorney/Advocate of the High Court of South Africa is required. Must have 8-10 years proven experience at Senior Managerial level within the legal environment, of which, at least 3 -5 years should be as a practising attorney/advocate. No appointment shall be recommended without a Certificate for entry into the SMS (The course is available at the National School of Government or following link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, though not essential, would be advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management skills, and must possess the SMS Core Management Criteria: Strategic Capability and Leadership, Client Orientation and Customer Focus, Problem Solving and Analysis, People Management and Empowerment, Financial management and Change Management.

DUTIES : Serve as the Functional Authority for Defence Legal Support Services in the Department. Strategically direct and manage all Defence Legal Support Services processes in the Department, including legal advice, contract management, litigation, civil claims, defence-related legislation, international and domestic legal instruments and labour-related legal matters. Provide legal support services to the Minister of Defence and Military Veterans, the Head of Department and Accounting Officer, the Chief of the South African National Defence Force and the Department of Defence as a whole. Provide the primary DOD interface with the State Law Advisor (at DoJCD), the State Law Advisor (International Law at DIRCO); the State Attorney and relevant Defence Functional Authorities. Manage, oversee and quality assure all defence-related litigation matters and civil claims. Provide legal advice on and ensure that the EA and HOD are informed about the impact of decisions taken under the

Military Justice System that may have civil litigation consequences for the Department. Maintain the Defence Legislative Programme. Provide legal support to the President and the Minister of Defence and Military Veterans (as the case may be) (or in the case of an emergency, the Sec Def) in fulfilment of the prescribed legal measures for Employment of the Defence Force for Service in terms of the Constitution, 1996 and the Defence Act, 2002. Provide legal advice and input in the development of National Security Policy, National Defence Policy and Foreign Policy. Monitor and analyse external legislation for possible impact on the DOD and propose amendments to DOD Regulations, Policies, Procedures and Processes as required. Provide legal inputs to the Minister, HOD/AO and CSANDF on all defence policies prior to promulgation. Assist the Minister, HOD/AO and CSANDF, as required, in the development of International Agreements, Business Agreements and Service Level Agreements. Provide Legal Advice on any matter that may affect the Department or any Defence related matter. And any other duties that may be assigned in line with the post.

ENQUIRIES : Maj General N.E. Mkhize Tel No: (012) 339 5023
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)

FOR ATTENTION : Ms K.B. Muregu

POST 02/04 : **CHIEF DEFENCE MATÉRIEL (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: CDM 01/21/04
 (Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : An undergraduate qualification (NQF level 7) and a Postgraduate Qualification (NQF level 8) in Engineering/Science/Technology Management as recognised by SAQA. A Master's Degree (NQF Level 9 & 10) will serve as an advantage. Must have 8-10 years proven experience at senior managerial level within engineering management/technology management/research and technology/project management in a technical environment/ supply chain management/ business process improvement /research and development environment or related field. Must be Fully Professionally Registered. No appointment shall be recommended without a Certificate for entry into the SMS (The course is available at the National School of Government or following link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, though not essential, would be advantageous. He/she will be expected to be innovative and have organisational abilities, good writing skills, project management skills, and must possess the SMS Core Management Criteria: Strategic Capability and Leadership, Client Orientation and Customer Focus, Problem Solving and Analysis, People Management and Empowerment, Financial management and Change Management.

DUTIES : Serve as the Functional Authority for Defence Materiel Division in the Department. Develop and maintain the required departmental policies, frameworks, strategies, plans and systems appropriate for Defence Materiel Division including the Defence Long-Term Capital and Technology Plan aligned to the Defence Capability Development Plans. Manage technology development projects funded by the DOD and ensure compliance to the PFMA, Defence Act, SDA Act and other relevant statutes. Assist the Services by providing programme oversight, guidance, and support in making environmental indicator determinations. Implement one clean-up programme per plan announced, including coordinating clean-up guidance with other Departments. Establish and manage an Intangible Asset Management function. Develop the National Defence Industry Strategy and the Defence contribution to other National Strategies, including the Industrial Policy Action Plan (IPAP). Direct and manage Acquisition of DoD specific materiel and Technology Development requirements. Manage the Intellectual Property Rights derived from Research and Development activities funded by the DOD. Lead the interdepartmental team in establishment of the Defence Evaluation

and Research Institute. Provide support to the Defence Industry in line with the Defence Review 2015, and the Defence Industry Strategy. Provide administrative and expert support to the NDIC. Serve as the Functional Authority on all Supply Chain Management in the Department. Implement (develop & roll-out) and manage a Supply Chain GRC Framework and monitor compliance to it. Manage and monitor the Departmental Service Level Agreement with Armscor (SOC) (PTY) Ltd. And any other duties that may assigned in line with the post.

ENQUIRIES
APPLICATIONS

- : Maj General N.E. Mkhize Tel No: (012) 339 5023
- : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)
- : Ms K.B. Muregu

FOR ATTENTION

DEPARTMENT ENVIRONMENT FORESTRY AND FISHERIES

- APPLICATIONS** : Applications for Pretoria must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Human Resources Management, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. For positions based in Cape Town, Bloemfontein, North West, applications must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE** : 15 February 2021
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver's License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. Applications may be forwarded for the Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria or alternatively Private Bag X4390, Cape Town 8000 Or hand-deliver to: 14th Loop Street, Cape Town, marked for the attention: Human Resources Management. The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); social media checks, and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 02/05** : **CHIEF DIRECTOR: AIR QUALITY MANAGEMENT REF NO: CCAQ01/2021**
- SALARY** : R1 251 183 per annum (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Bachelors Degree in Environmental Management/ Natural Sciences or an equivalent relevant qualification (NQF 7) as recognized by SAQA plus a minimum of five years' experience at senior management level. Extensive experience in the area of air quality management. Specialist qualifications relating to air quality management

would be an advantage, but is not a prerequisite. Applicants must have specialist knowledge of: (i) Government's environmental quality and protection related policies, priorities and strategies; (ii) Air quality matters and air quality management in particular; (iii) All components of the air quality governance cycle as described in the National Framework for Air Quality Management; and (iv) National policy, strategy and legislation negotiation and participatory development methodologies and techniques. In addition, candidates must have general knowledge of: (a) All environmental issues, especially those relating to the air and the atmosphere; (b) Government's standard administrative procedures; (c) Business and project planning and budgeting methodologies; (d) Business and project plan monitoring and reporting methodologies; (e) HR and procurement practices and procedures; and (f) General management practise.

DUTIES : The Department of Environment; Forestry and Fisheries is looking for a dynamic senior manager with an air quality management background to head up its respected air quality management chief directorate. In addition to carrying out standard management functions, the successful applicant will be responsible for ensuring that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. To this end, the successful applicant will be responsible for the following key performance areas: air quality information management; air quality policy, strategy, legislation and planning; air quality management implementation and support; air quality authorizations; and support to, and liaison with, the South African Weather Service. Furthermore, the successful applicant will also be considered for nomination as the National Air Quality Officer in terms of the Air Quality Act by the Minister of Environment; Forestry and Fisheries.

ENQUIRIES : Dr T Khumalo – Tel No: (012) 399 9187

POST 02/06 : **DIRECTOR: ENVIRONMENTAL PROGRAMMES: PROJECTS INFORMATION MANAGEMENT AND SYSTEMS REF NO: EP01/2021**

SALARY : R1 057 326 per annum (All Inclusive remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Pretoria
A Bachelor's Degree/Advanced Diploma in Computer Science, Information Systems/ related field/relevant qualifications as recognized by SAQA. A minimum of 5 years' experience at a middle managerial level. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge and experience in IT solutions, which includes web-based application maintenance, business analysis, systems support and training. Understanding of records management and knowledge management, Contract management, Administrative procedures and financial management. Skills required: IT Programme/ project management, sound planning and organising, Facilitation and coordination, Leadership, Communication and Computer literacy. The ability to work under pressure and long hours. A valid driver's licence is a compulsory requirement.

DUTIES : Develop and manage information technology support services for the Environmental Programme project management including services and tools required for planning, reporting, monitoring & evaluation; Manage the provision of system development services, maintenance, training and support to officials and external stakeholders in the branch; Coordinate the provision of effective infrastructure to support the information management system; Provide electronic record management systems and tools for the Branch; strategic management and leadership to the directorate and provide support in terms of Expanded Public Works Programme reporting systems; Provide general administrative management services in terms of budgeting, reporting, strategic planning, supply chain operations, human resources management, asset management, logistical and auxiliary services.

ENQUIRIES : Ms M Skosana Tel No: (012) 399 9708

POST 02/07 : **DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS01/2021**

SALARY : R1 057 326 per annum (All Inclusive remuneration package). The remuneration package includes a basic salary (70% of package), State's

contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs

CENTRE REQUIREMENTS

: Pretoria
: A Bachelor's Degree/Advanced Diploma in Occupational Health and Safety (NQF Level 7) or relevant qualifications as recognized by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of Occupational health and Safety Act. Understanding of national building regulations and standard. Knowledge of project management and policy development. Skills required: Strategic planning management, leadership management, coordination and stakeholder liaison, Change management, good communication (verbal and written) and interpersonal skills. The ability to work under pressure and long hours.

DUTIES

: Manage, monitor and oversee implementation of Occupational Health and Safety requirements and ensure compliance. Monitor and ensure compliance in line with Occupational Health and Safety Act. Evaluate practices, procedures and facilities to assess the risk and adherence to the Act and Regulations. Conduct health and safety inspections. Compile reports and submission on Occupational Health and Safety matters. Manage emergency procedures and establish emergency teams. Develop and implement Occupational Health and Safety policies. Monitor Occupational health and safety policy of the Department. Monitor health and safety risks and hazards in the Department. Conduct health and safety risk assessments. Conduct compliance audits in all buildings and sites occupied by the Department. Recommend and implement control measures and advice on the standard Personal Protective Equipment (PPE) issued to employees. Develop and effect health and safety plans in the Department according to Occupational Health and Safety Act, Regulations and other related prescripts. Develop health and safety monitoring systems. Ensure coordination of SHERQ inputs from all the Branches. Ensure coordination of training for emergency response teams in the Department Requirements. Provide general administrative support services in terms of supply chain operations, asset management, logistical and auxiliary services. Provide information systems to the department.

ENQUIRIES

: Ms N Ngcobo Tel No: (012) 399 9875

POST 02/08

: **DIRECTOR: LITIGATION REF NO: RCSM04/2021**

SALARY

: R1 057 326 per annum (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Pretoria
: An LLB Degree or relevant equivalent legal qualifications as recognized by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Knowledge of litigation legal administration, policy development, project management, risk management, audit and legislation procedures. Skills required: Demonstrable experience in dispute resolution. Understanding of and exposure to Alternative Dispute Resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability and leadership. Fluency in English is mandatory. Experience in appearing in courts representing clients Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of SA High Court and Magistrate Court Rules. Highly developed research skills. Highly developed drafting skills covering the drafting of letters, reports, court documents, affidavits and other related documents.

DUTIES

: Manage civil litigation by and against the department. Ensure adequate information and complete briefs for counsel. Prepare submissions to Minister, instructions to State Attorneys and provide support during trials. Coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Provide litigation support to the department. Collate information and research legal instruments to produce effective efficient legal support (written legal advice or opinions). Consult with stakeholders by attending, advising and coordinating internal meetings in order to obtain instruction to forward to the State Attorney or with oral legal advice, where applicable. Conduct investigations and determine liability in respect of

debts and losses. Advise on the liability of departmental officials in respect of debts and losses. Report on risks for the department. Recover debts and losses on behalf of the department. Provide legal education and awareness. Conduct information and training workshops within the department on damages and losses regarding employee's responsibility and possible liability. Conduct information and training workshops within the department on litigation management.

ENQUIRIES : Ms V Bendeman Tel No: (012) 399 9337

OTHER POSTS

POST 02/09 : **SPECIALIST SCIENTIST: SMALL INVERTEBRATES, NEW FISHERIES & SEAWEEDS REF NO: FIM14/2020**

SALARY : R1 246 842 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : A PhD in Science or relevant qualification (NQF Level 10), 10 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional. Knowledge of the Marine Living Resources Act; Fishery sector and fisheries management; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring.

DUTIES : Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international arena; Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, coordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies / councils on science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; Manage the performance and development of staff.

ENQUIRIES : Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KiimP@daff.gov.za

POST 02/10 : **SPECIALIST SCIENTIST: STOCK ASSESSMENT REF NO: FIM15/2020**

SALARY : R1 246 842 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : A PhD in Mathematics, Applied Mathematics, or Statistics, or a PhD in the Biological Sciences, or relevant qualification (NQF Level 10), with a strongly quantitative fisheries modelling focus, 10 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional. Knowledge of: the Marine Living Resources Act; Fishery sector and fisheries management; quantitative assessment techniques for fisheries; including stock assessment models, Operational Management Procedures, Management Strategy Evaluation, and development of stock recovery plans; statistical and analytical software, including "R" and Automatic Differentiation Model Builder (ADMB), and coding; Biology, Ecology, life history strategies and population dynamics of fisheries resources; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development

and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring.

DUTIES

: Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international arena; Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, coordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies / councils on science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; Manage the performance and development of staff.

ENQUIRIES

: Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KiimP@daff.gov.za

POST 02/11

: **SCIENTIST MANAGER: INSHORE RESOURCES RESEARCH REF NO: FIM16/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R898 569 per annum (An all-inclusive annual remuneration package)
: Cape Town (Foretrust Building)
: An MSc in Science or relevant qualification (NQF Level 10), 6 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional. Knowledge of the Marine Living Resources Act; Fishery sector and fisheries management; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring. A valid, unendorsed Code B driver's licence.

DUTIES

: Ensure the development and implementation of policies, systems and procedures through: Review and recommend/approve scientific projects; Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor scientific efficiencies according to organizational goals; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Provide strategic leadership and direction by: Alignment of projects to organizational strategies; Provide support and advice to the industry and stakeholders; Develop and maintain relationships / collaborations & Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks through: Designing of scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports; Develop and customize scientific models. Research and development: Manage scientific research to improve expertise; Publish and present research findings; Lead, coordinate and conduct basic and applied research or apply knowledge; Source funding for research projects. People Management: Manage the performance and development of staff; Ensure competent knowledge base for the continued success of scientific services; Set and monitor performance standards; Take actions to correct deviations in order to achieve departmental objectives; Mentor, train and develop scientists and

		others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes. Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KiimP@daff.gov.za
<u>ENQUIRIES</u>	:	
<u>POST 02/12</u>	:	<u>DEPUTY DIRECTOR: IMPLEMENTATION AND AFTERCARE MANAGER REF NO: EP9010/2020</u>
<u>SALARY</u>	:	R869 007 per annum (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3-year Bachelor's Degree/Diploma in Natural Sciences or Engineering or an appropriate equivalent qualification. An appropriate Honours or Master's Degree will be an added advantage. Experience in natural resource field. Knowledge of NRM planning and implementation, natural resource-based rural development. Programme-based natural resource operational management and or planning. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). Human Resource Management and Finance. Strong strategic planning and leadership and management skills. Good analytical thinking, conceptual, problem solving, communication skills especially in writing. Ability to negotiate with high-level executives in public and private sector, to secure government's investments and opportunities. Able to work under pressure, long hours and when required to do so.
<u>DUTIES</u>	:	The incumbent will be expected to lead project implementation planning annually revise guidelines for completion of project implementation plans. Manage processes for the completion and review of project implementation plans. Coordinate processes for appointment of implementers. Manage the implementation of projects. Develop procedures for revision of rehabilitation plans (in collaboration with the Planning, Monitoring and Evaluation Manager), project implementation plans and contracts and ensure compliance with these procedures. Develop and implement mechanisms to promote the incorporation of research outcomes and wise use into the programme's operations. Monitoring progress of project implementation. Application of norms and standards for projects. Contribute to the updating of norms for the principal activities carried out by the programme's projects. Maintain and update the programme's document on best management practices. Develop and implement mechanisms for utilising norms and standards in the review of project implementation plans. Supervision of provincial coordinators, Support, motivate, empower and communicate constantly with provincial coordinators. Approve coordinators' month planners, review monthly reports and monitor their operational expenditure. Support the Training and Social Development Manager in implementing a system for ongoing development of critical skills and capacity of provincial coordinators.
<u>ENQUIRIES</u>	:	Mr U Bahadur Tel No: (012) 399 8974/80
<u>POST 02/13</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: FIM17/2020</u>
<u>SALARY</u>	:	R733 257 per annum (An all-inclusive annual remuneration package)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's degree / National Diploma in Computer Sciences/Information Technology/Information Systems on programming and systems development and Min 3 years' experience with Java 1.5 and later versions (generics, annotations, etc.). Knowledge of Public Service prescripts / policies; advanced understanding and everyday use of OO principals such as inheritance, interfaces, abstract classes, etc. Good system and code design skills including good documentation skills where necessary The ability to interpret IT and IS policies as stipulated by Government; Operating systems and IT hardware certification (beneficial but not essential); Knowledge of IT and IS strategy and best practices through research to give proper advise to management when required; Java 1.5 and later versions (generics, annotations, etc.); J2EE application server experience; EJB3 experience and/or Spring framework experience; JPA or OO-relation mapping tool, e.g. Hibernate; Web framework experience (Struts, JSF, GWT, etc.) and/or Swing GUI development; Test driven development experience and the use of testing framework such as JUnit, Selenium, etc.; Building systems (not using IDE to build code) by using Maven 2 or Ant; Continuous integration system development and testing; Oracle Financial E-Business suite experience; Code repository such as Subversion or CVS, Strategic capability and leadership; Conflict management and resolution; People management and empowerment; Client orientation and customer focus; Planning and execution; Interpersonal skills; Problem solving; Analytical; Budgeting and financial

DUTIES

: management; Programming / Developing; Computer systems analyzing; Research / analysis; Problem solving skills; Compiling management report.
: Optimize existing systems with business requirements and enhancements; Maintain existing applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards, systems deployment strategy and business plans; Analyze and refine existing systems as prescribed by the business; Customize and optimize the existing systems for optimal performance including Oracle application forms, Oracle reports and of Application Program Interface (API); Maintenance of code repository of the developed systems; Coordinate and analyze raw data and convert it into systems language; Develop reports using oracle reports. Manage and provide technical business direction that affects capacity planning and new applications: Develop and implement new applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards and systems deployment strategy and business plans; Provide advice on internal development against off-the shelf products based on the needs of the business. Ensure stakeholder engagements with users and assist in the maintenance of intellectual property: Communicate with stakeholders to ensure quality of delivered solutions; Ensure effective facilitation and advice on IT and IS strategies and practices; Maintenance of code repository of all developed systems. Ensure information services problems are resolved: Liaise with Business Systems Analyst to analyse and interpret business requirements with specifications; Develop and interpret technical design specifications; Analyse and develop possible solutions; Review, assess and/or Introduce new technologies and tools that could enhance business solutions; Discern course of action.

ENQUIRIES

: Ms M. Boois Tel No: (074) 119 4956 e-mail: MaidaB@daff.gov.za

POST 02/14

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (MLRF) (ACCOUNTS PAYABLE) REF NO: FIM18/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (An all-inclusive annual remuneration package)
: Cape Town (Foretrust Building)
: A National Diploma or degree in Financial Accounting or financial management (NQF Level 6), 3 – 5 years' experience in financial management and Supervisory experience. Knowledge of Public Finance Management Act; Treasury regulations; Standards of Generally Recognised Accounting Practice (GRAP); International Accounting Standards (IAS); Project Management; Change management processes; Human Capital practices and Interpretation of policies and prescripts. Skills: Strategic capability and leadership; Conflict management and resolution; People management and empowerment; Client orientation and customer focus; Planning and execution problems solving; Leadership and supervisory skills; Numerical and analytical; Report writing and Computer literacy.

DUTIES

: Manage an Accounts Payable system in compliance with statutes and policies; Monitor and review monthly management accounts on expenditure; Review monthly reconciliations of pre-payment accounts, S&T advances, petty cash and creditors reconciliations; Monitor ageing report, accrued expenses, accounts payable accounts, prepayment accounts and all major GL expenditure accounts; Review monthly Statement of Financial Position related reconciliations; Authorize payments to suppliers and employees in adherence to PFMA, Treasury regulations and departmental policies. Ensure that creditors are paid within 30 days. Compiling of Annual Financial statement and audit file: Review of audit files and annual financial statements to ensure compliance with GRAP relating to account payable; Manage and resolve all audit queries, resulting in management actions for the MLRF; Manage Request for Information (RFIs) and submission of audit evidence to AGSA; Respond to Communications to Management on Audit Findings (COMAFS) raised by AGSA. Manage Account Payable reporting: Report on ageing report, accrued expenses account, AP accounts, prepayment accounts and all major expenditure accounts; Provide assistance in the preparation of the MLRF Audit Committee meeting reports; Provide assistance in the preparation of the MLRF quarterly revenue and expenditure reports to National Treasury; Report on risks of the directorate. Reduce exposure to risk through sound corporate governance within the Accounts Payable section: Assess risks of the sub-directorate and update the risk register; Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures; Coordinate the revision of policies and improved processes; Provide training in departmental financial policies and procedure, National

Treasury regulations and; budget by monitoring and reporting expenditure; Monitor and ensure proper utilization of equipment and reporting thereof; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Manage discipline.

ENQUIRIES : Ms V. Mogolla Tel No: (072) 712 9414 e-mail: VeronicaM@daff.gov.za

POST 02/15 : **PROJECT CO-ORDINATOR: SOURCE TO SEA REGIONAL DEMONSTRATION PROJECT (SECTION 40 NEMA) REF NO: OC01/2021**
(2-Year Contract)

SALARY : R733 257 per annum, (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years post qualification experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, marine litter, waste management interventions, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of coastal water quality and environmental monitoring techniques and management; Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA Act, NEMA, NEM: Waste Act, National Water Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

DUTIES : The candidate will be responsible for implementing a Regional Demonstration Project on marine litter combatting within the Kwazulu-Natal province, in line with the objectives of the Western Indian Ocean Strategic Action Programme on land-based sources of marine pollution, as well as assist the Department in expanding the project to the other coastal provinces. The successful candidate will oversee the deployment and management of litter interception devices at various locations along several priority river systems. Oversee litter recovery operations, characterize recovered litter and maintain a litter recovery database. Develop a short litter recovery manual to assist project participants. Seek opportunities to train litter recovery teams in litter separation into recyclables. Actively seek opportunities to divert the recovered litter from land-fill sites. Identify, explore and promote potential engineering and ecological infrastructure solutions to reduce litter flows into the marine environment. Liaise with the Department's Environmental Programmes Branch to deploy resources to the additional area identified. Reduce litter loading into priority river systems by improving waste management practices on land. Maintain and further strengthen stakeholder working relations and conduct advocacy activities. Conduct public outreach and awareness activities. Monitor and evaluate the Demonstration Project by collecting and analyzing data on litter recovered and compiling recommendations on whether project's objectives have been met.

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

POST 02/16 : **PROJECT CO-ORDINATOR: SOURCE TO SEA REGIONAL DEMONSTRATION PROJECT (SECTION 40 NEMA) REF NO: OC01/2021**
(2-Year Contract)

SALARY : R733 257 per annum, (All inclusive package)
CENTRE : Cape Town
REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years post qualification experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, marine litter, waste management interventions, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of coastal water quality and environmental monitoring techniques and management; Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA

Act, NEMA, NEM: Waste Act, National Water Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

DUTIES : The candidate will be responsible for implementing a Regional Demonstration Project on marine litter combatting within the Kwazulu-Natal province, in line with the objectives of the Western Indian Ocean Strategic Action Programme on land-based sources of marine pollution, as well as assist the Department in expanding the project to the other coastal provinces. The successful candidate will oversee the deployment and management of litter interception devices at various locations along several priority river systems. Oversee litter recovery operations, characterize recovered litter and maintain a litter recovery database. Develop a short litter recovery manual to assist project participants. Seek opportunities to train litter recovery teams in litter separation into recyclables. Actively seek opportunities to divert the recovered litter from land-fill sites. Identify, explore and promote potential engineering and ecological infrastructure solutions to reduce litter flows into the marine environment. Liaise with the Department's Environmental Programmes Branch to deploy resources to the additional area identified. Reduce litter loading into priority river systems by improving waste management practices on land. Maintain and further strengthen stakeholder working relations and conduct advocacy activities. Conduct public outreach and awareness activities. Monitor and evaluate the Demonstration Project by collecting and analyzing data on litter recovered and compiling recommendations on whether project's objectives have been met.

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

POST 02/17 : **CHIEF FORESTER REF NO: FOM02/2021**

SALARY : R532 814 per annum, (An all-inclusive annual remuneration package)
CENTRE : Kei Area
REQUIREMENTS : Applicants must be in possession of a National Diploma / Bachelor Degree in Forestry Management or equivalent qualification within related field with 3-5 years' experience. Knowledge of National Forest Act (NFA) and the National Veld and Forest Fire Act (NVFFA). Knowledge of Operations Management. Knowledge of Reporting systems and processes. Knowledge of Government business practices and policies. Understanding of programme and project management. Knowledge of Service Delivery Innovation (SDI).

DUTIES : The incumbent will be responsible to ensure implementation and monitor compliance on National Forestry Act (NFA). Evaluation of Environmental Impact Assessment (EIA). Implement activities to ensure concurrence management. Ensure enforcement of the Acts. Administration of licenses for all forms of forest resources and protected trees. Ensure that journals and flight travel documents are kept in safe place. Ensuring the implementation and monitor compliance on National Veld Fire Forest Act (NVFFA), establishment of the FPA's (Fire Protection Association). Promote the wellbeing of FPA's. Implementation of integrated veld fire management plan. Facilitate the implementation of Umbrella association. Ensure stakeholder liaison engagements, provide technical advice to stakeholders. Organise and coordinate stakeholder participation. Coordinate awareness campaigns (Fire, Participatory Forestry Management). Advise the local communities about business opportunities in Forestry. Coordinate the development of integrated local fire management plan. Oversee administration support services, ensure queries are attended. Compile reports and implement business plan for awareness campaigns. Administer all the forestry support services.

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

POST 02/18 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE OCEANS AND COASTS REF NO: RCSM05/2020**

SALARY : R495 219 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Working knowledge and experience in conducting environmental audits/ compliance inspections is

a must. Proven report writing and excellent communications skills. Knowledge of National Environmental Management Act (NEMA) and related Specific Environmental Management Acts (SEMA's). Must be willing to travel and work at the Prince Edwards Islands and Antarctica for a period longer than 3 months annually. Knowledge of government standard administrative procedure and policies. Leadership, project management, computer skills, good interpersonal relationship, co-ordination of inspections, communication and analytical thinking. A valid driver's license.

DUTIES : Planning and monitor compliance with conditions of EAs and decisions and audit SANAP operations and activities in Antarctica and PEIs. Responding to environmental complaints and incidents. Provide inputs into EIA decisions and other SANAP environmental management policies. Coordinate functions of the overwintering Team ECOs on Marion Island (annual contract workers). Implement NEMA/PEP provisions and EIA regulations/CEP guidelines, and application of EIA systems. Implement EIM components of Antarctic and PEIs' Treaties, Protocols and related Legislation. Generating inspection and feedback reports by determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Records management. Provide support to other Compliance and Enforcement projects.

ENQUIRIES : Nketu Lesejane Tel: (012) 399 8791

POST 02/19 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COASTAL CONSERVATION STRATEGIES REF NO: OC02/2021**

SALARY : R495 219 per annum, (all inclusive total package of R671 993)
CENTRE : Cape Town

REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Sciences or equivalent qualification. 6 years post-qualification experience in related field. Experience in research will be desirable. Knowledge and understanding of coastal management processes. Extensive knowledge and skills of the South African coast, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. The ability to interpret and apply coastal and related legislation and policies, including the ICM Act, the White Paper for Sustainable Coastal Development in South Africa, NEMA and NEMA Regulations, Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental. Understanding of conservation and sustainable use principles. Ability to interpret & apply policies. Good communication skills. Ability to draft comprehensive, professional quality, well-structured and clearly articulated reports and submissions. The ability to independently analyze and solve problems through innovative thinking and conflict management techniques. Ability to communicate and skillfully lead discussions and chair meetings. Possession of strong analytical, administrative, communication (both verbal and written), project management, conflict management, financial management and negotiation skills. High proficiency in computer skills. Strong leadership skills. Possession of a valid driver's license.

DUTIES : To provide overall leadership and direction within the Sub-Directorate: Coastal Development and Protection as to: Oversee the administration of Off-Road Vehicle permitting and the evaluation of the Environmental Impact Assessments Reports. Ensure cooperative governance and stakeholder management through relevant forums, working groups and committees. Coordination, planning and implementation of priority coastal infrastructure projects Promote integrated and coordinated coastal management, with an emphasis on the on-going implementation of the regulations for the control of use of vehicles in the coastal zone, at a national level, implementation of online and decision support systems, general provision of inputs into coastal management plans, as well as internal submissions that require ORV and EIA. Ensure the implementation of the Integrated Coastal Management Act (No. 24 of 2008).

ENQUIRIES : Ryan Peter I Tel No: (021) 819 2490

POST 02/20 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ESTUARIES MANAGEMENT REF NO: OC03/2021**

SALARY : R495 219 per annum, (All inclusive total package of R 671 993)
CENTRE : Cape Town

REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Sciences or equivalent qualification. 6 years post-qualification experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Proven project management,

coastal and estuarine management. Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Finance Management Act, DEA policies and procedures, Public Service and Departmental Procedures and Prescripts. Ability to work under extreme pressure and resolve conflict. Excellent interpersonal, communication, presentation and writing skills are essential. A valid driver's license (code 8) and willingness to travel extensively.

DUTIES : Facilitate the development and implementation of national estuary management plans through cooperation with relevant government department. Support the development and implementation of estuary management plans at provincial including attending to stakeholder engagements at national and international. Facilitate strategies and/or framework for climate change resilience for estuaries in South Africa including the socio economic opportunities provided. Manage and administer the agreements, reports and programmes for estuaries with management authorities in South Africa, including trans-boundary related issues. Ensure the development and implementation of regulatory policy and/or framework for coordinated management of estuaries in South Africa.

ENQUIRIES : Mr P Khati Tel No: (021) 819 2495

POST 02/21 : **ASSISTANT DIRECTOR: NRM AREA PROGRAMMES (AREA MANAGER)**
REF NO: EP9009/2020

SALARY : R470 040 per annum (Total package of R646 193 per annum/ conditions apply)
CENTRE : Limpopo
REQUIREMENTS : A three year Bachelor Degree/National Diploma in Natural Science/Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.

DUTIES : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.

ENQUIRIES : Mr W Roux: Tel No: (015) 291 5403/5526

POST 02/22 : **ASSISTANT DIRECTOR: EPWP REPORTING**

SALARY : R470 040 per annum (Total package of R646 193 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : Appropriate degree/diploma in Natural Sciences or relevant qualification coupled with at least 5 years post qualification experience. Knowledge and understanding of strategic coordination and or planning. Knowledge and

understanding of EPWP. Extensive experience in conducting social research. Experience in Project management. Knowledge of government legislative frameworks and prescripts. Practical experience relating to information management, Good Financial management skills, sound research, analytical, organising, planning skills. Stakeholder management and coordination. Ability to develop and apply policies. Ability to work independently and under pressure. Must be in possession of valid driver's license.

DUTIES : Provide EPWP information for Branch reporting purposes; Generate report for programmes on EPWP output. Manage capturing of all EPWP reports into the EPWP reporting systems. Ensure quality management of EPWP reports submitted by the branch; identify non-compliant project reports. Ensure effective functioning of the mechanisms for coordination.

ENQUIRIES : Mr M Moela Tel No: (012) 399 9730

POST 02/23 : **ASSISTANT DIRECTOR: FORESTRY REGULATION REF NO: FOM01/2020**

SALARY : R470 040 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized three (3) year degree/Diploma in Natural or Environmental Sciences coupled with 5 years of qualification experience in related field. Knowledge in the regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental Management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and Treasury) s. Communication (Written and verbal)/ Interpersonal skills; Analytical skills; Negotiation Skills; Presentation skills and Computer literacy. The incumbent must possess the following abilities: Innovative and proactive; Ability to work long hours voluntarily; Ability to gather and analyze information. Proven leadership skills; Ability to develop and apply policies; Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills; Ability to work under extreme pressure; Conflict management and resolution; Ability to organize and plan under pressure; Ability to collect and interpret information and reports; Interpersonal relations; Initiative; Responsibility and loyalty.

DUTIES : Development, implementation, monitor and review of NFA policies and strategies. Ensure and promote Compliance and enforcement regarding the National Forests Act No. 84 of 1998. Develop and implement capacity building and communication programmes for stakeholders. Provide technical advice in the issuing of licenses for protected trees, State and natural forests.

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

POST 02/24 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA IMPLEMENTATION REF NO: CCAQ02/2021**

SALARY : R415 219 per annum (Total remuneration package R676 744 per annum)

CENTRE : Pretoria

REQUIREMENTS : A four year Degree in Natural or Environmental Sciences or equivalent qualification plus six years post qualification experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally); Air Quality Management; Administrative procedures; Ability to manage and plan for activities, including projects and policy matters; Ability to develop, interpret and apply policies, strategies and legislation. Stakeholder engagement; Negotiation skills; Problem Solving and Analysis People Management and Empowerment; Client Orientation and Customer Focus Communication skills (Written and Verbal). Good interpersonal relations skills. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES : Contribute towards the implementation of Priority Area Air Quality Management Plan systems, protocols, regulations, strategies and guidelines. Facilitate the development of annual implementation plans for the priority areas Implementation Task Teams (ITT). Provide expert technical and subject specific support to air Quality Management Functions in PA including atmospheric emission licensing, information management and capacity building. Manage and coordinate the implementation of specific projects for air quality management in priority area. Perform the review and audit of the implementation systems and interventions contained in the Priority Area Air Quality Management Plans. Provide inputs to the review and revision of the priority area AQMPs.

ENQUIRIES : Mr. V Gololo Tel No: (012) 399 9203

<u>POST 02/25</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE DEVELOPMENT REF NO: CMS01/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Total package of R532 814 per annum/ conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate degree/diploma in Human Resource Development or relevant qualification coupled with at least 5 years post qualification experience. Knowledge and understanding of HR related legislations and prescripts (e.g Skills Development Acts, Skills levies Act, SAQA Act etc.) as well as Sound understanding of PFMA, Knowledge of HRD administrative procedures and practices, Ability to implement projects, knowledge and understanding of Contract management. Ability to gather and analyse information, Ability to work independently and under pressure. Must be in possession of valid driver's license.
<u>DUTIES</u>	:	Develop and Manage SMS Executive coaching, Develop and Implement the WSP and ad-hoc training for Senior Management Services including leadership development for Woman, Develop and manage the implementation of the DLN for MMS and SMS including employees on level 04-10, Coordination of SMS induction.
<u>ENQUIRIES</u>	:	Mr J Moepya Tel No: (012) 399 8682
<u>POST 02/26</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AND EXTERNAL COMMUNICATION REF NO: CMS02/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Total package of R532 814 per annum/ conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate degree/diploma in Degree/National Diploma (NQF6) in Journalism/Communications or relevant qualification or relevant qualification coupled with at least 3-5 years relevant experience. Experience in language editing formats and quality control mechanism. Extensive experience in minute taking. Good working experience as journalist. Good experience in project management. Ability to implement projects. Knowledge and understanding of PFMA and other related government legislation. Knowledge of public service and departmental procedures. Coordination and organisational skills, Listening and report writing skills, Good communication skills, Ability to work independently and under pressure. Must be in possession of valid driver's license.
<u>DUTIES</u>	:	Provide external communication support; Assist in development and implementation of media plans for Department' events. Assist in implementation of the Department' external communication strategy. Prepare and disseminate media statement/media alerts; Provide internal communication support. Assist in development and implementation of the internal communication strategy. Conduct media monitoring and analysis; Provide a comprehensive analysis of media coverage on Departmental events. Provide general communication support; Assist in any communication related project/programme in the department, Assist with the logistics and communication outputs of events.
<u>ENQUIRIES</u>	:	Ms Z Mqayi Tel No: (021) 814 8068
<u>POST 02/27</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR5): LAW REFORM REF NO: RCSM03/2021</u>
<u>SALARY</u>	:	R373 389 per annum (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. Knowledge and experience in judicial review application. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential. Proven experience in the drafting or vetting of draft primary or subordinate legislation. Must be able to travel and must have a drivers licence, and be able to work after hours or over weekends when necessary. Good negotiating skills.
<u>DUTIES</u>	:	Draft and vet draft legislation and delegations. t. Interpreting legislation. Providing legal advice and legal opinions in respect of the implementation of environmental legislation, or the implications of draft legislation on environmental law. Comment on or vet draft permits, authorisations, licences

and exemptions. Provide legal support when environmental legislation is taken on review.

ENQUIRIES : Mr S Kobese Tel No: (012) 399 9351

POST 02/28 : **CHIEF MARINE CONSERVATION INSPECTOR REF NO: FIM19/2020**

SALARY : R316 791 per annum (R460 251 Total Cost to Company)
CENTRE : Port Nolloth Harbour, Northern Cape
REQUIREMENTS : National Diploma/Degree in Nature Conservation//Environmental Management/ Fisheries Management (NQF Level 6) or equivalent qualification, 3 years' experience in law enforcement, Environmental education and A valid Code B driver's licence. Knowledge and understanding of: all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc.; the marine aquaculture environment; Integrated Coastal Management Act; Criminal Procedure Act; National Environmental Management Biodiversity Act; Marine Living Resources Act 18 (1998) and all applicable legislation with respect to natural resources management; the white paper on the transformation of the public service (Batho Pele). Skills: Planning and execution; Mentoring and coaching; Supervisory skills; Conflict management; Knowledge Management; Service Delivery Innovation; Communication; Honesty and Integrity.

DUTIES : Enforce port state measures and local policies through inspections: Initiate and implement operational plan at station level to meet the targets in the key fisheries; Monitor fishing vessels at landings sites through compliance with fishing permits and permit conditions. Enforce and intensify efforts to comply with set standards: Inspect Fish Processing Establishment for compliance with permit conditions. Create and manage database to improve monitoring of the movement of fish; Conduct vehicle patrols and road blocks with partners at vehicle check points. Report accurately on confiscations; Issue fines and open dockets when necessary; Testify in court; Ensure chain of evidence is secure and statement taking is accurate. Create awareness to foster compliance. Comply with the Marine Living Resources Fund risk management strategy: Update exhibit books, equipment and transgression registers; Comply with PFMA and all Supply Chain prescripts, Compile monthly, quarterly and annual reports; Manage and supervise personnel Strengthen partnerships with other organs of state, NGOs and municipalities through regular operations and meetings: Plan joint operations with partners; Attend monthly meetings with partners; Plan and execute inspections at ports of entry and exit. Identify and initiate new partnerships.

ENQUIRIES : Ms F. Savel Tel No: (083) 533 4919 e-mail: FatimaSA@daff.gov.za

POST 02/29 : **SHEQ (SAFETY, HEALTH, ENVIRONMENT AND QUALITY) OFFICER (X2 POSTS)**

SALARY : R316 791 per annum
CENTRE : Ref No: EP02/2021. Western Cape Region (based in Bellville)
Ref No: EP03/2021. Mpumalanga Region (based in Nelspruit)
REQUIREMENTS : National Diploma in Occupational Health and Safety / Environmental / Risk / Quality Management or equivalent qualification; 2 – 3 years' experience in relevant field with extensive experience in project or programme safety planning, implementation and compliance assessments; Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, Identify

- occupational health and safety interventions to address compliance shortcomings, Analyses quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; perform ad hoc duties as instructed by the relevant supervisor.
- ENQUIRIES** : Mr M Talip Tel No: (082) 632 5382
- POST 02/30** : **SENIOR ADMINISTRATION OFFICER: TELECOMMUNICATION SERVICES REF NO: CMS03/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
: Pretoria
: Bachelor degree/National diploma in Public Management or relevant qualification coupled with at least 2-3 years working experience in telecommunication services. A minimum of 2 years working experience in administration, finance and procurement procedures. Experience in project management. Skills: Good communication skills (writing and verbal), coordination and organizational skills, interpersonal skills, report writing skills, good computer skills (MS Word, Excel, PowerPoint), ability to work independently and under pressure, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.
- DUTIES** : Provision of telephone and facsimile message facilities; ensure the installation or removal of fixed landlines. Handle the control of telephone monitoring system; generate electronic report on monthly user-expenditure, issue notice of outstanding payments by user to Finance. Ensure payment to specific service providers; ensure timeous reconciliation of all statements and invoices. Monitor control of cellular telephone and data devices.
- ENQUIRIES** : Mr M Mugivhi Tel No: (012 399 8520)
- POST 02/31** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COMPLIANCE BIODIVERSITY AND CONSERVATION REF NO: RCSD01/2021**
Re-Advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R272 739 per annum (OSD)
: OR Tambo International Airport
: National Diploma/Degree in Natural/ Environmental Science/Nature Conservation or equivalent qualification. 1 – 2 years' experience required in a relevant field of biodiversity compliance and enforcement. Environmental Management Inspector (EMI) training will be an added advantage. Knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act (NEMPAA) and associated regulations and norms and standards. Good understanding of environmental legislation and regulations. Knowledge of government standard administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), good report writing skills, project management, conflict management skills, good interpersonal relations, good organization and planning management. A Drivers License.
- DUTIES** : Plan and coordinate national activities/ joint operations on compliance monitoring. Conduct compliance inspections of the provisions of the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards. Maintain and administer compliance monitoring information management and reporting system pertaining to import and export consignments requirements/control. Participate in the implementation of compliance and enforcement measures to protect biodiversity. Work closely with other organs of state and conservation agencies. Provide technical support to the Sub-directorate. Provide technical support to all the Compliance and Enforcement projects. Perform administrative related functions.
- ENQUIRIES** : Mr W Rikhotso Tel No: (012) 399 8803
- POST 02/32** : **BIODIVERSITY OFFICER PRODUCTION GRADE A: BIODIVERSITY ECONOMY REF NO: BC01/ 2021**
- SALARY CENTRE REQUIREMENTS** : R272 739 per annum (OSD)
: Pretoria
: A three year Bachelors degree/National Diploma in Natural or Environmental Sciences or relevant qualification. 1-2 years' experience in related field.

- Additional training courses including Programme and Project management, Environmental Law, Computer Skills. Knowledge of Biodiversity management, biodiversity economy and sustainable use (globally, regionally and locally). Knowledge of the natural resource use value-chains and valorisation relating to propagation, cultivation and value-addition of indigenous biological resources (Will be added advantage). Research and data interpretation, Stakeholder engagement, Project management, Good computer skills, and Administrative processes.
- DUTIES** : Knowledge of the Biodiversity Economy and sustainable development issues (globally, regionally and locally). Understanding of the Nagoya Protocol on Access and benefit-sharing arising from the utilisation of biological resources. Knowledge of intergovernmental institutional arrangements for biodiversity and sustainable development functions. Knowledge of sustainable utilization of biodiversity and natural resource management. Knowledge of the natural resource use value-chains and valorisation through various government programmes to address national imperatives. Knowledge of the PFMA and related Supply Chain Management processes. Ability to conduct research, gather and analyse information. Proven competence in the area of multiple stakeholder management and mobilization.
- ENQUIRIES** : Ms PC Langazane, Tel No: (012) 399 9132
- POST 02/33** : **BIOSECURITY INSPECTOR REF NO: RCSM02/2021**
(11 Months Contract)
- SALARY** : R257 508 per annum
CENTRE : OR Tambo International Airport
REQUIREMENTS : Degree/ National Diploma in Environmental Management/Science, Natural Science, Animal Health or equivalent qualification. 2-3 years' experience in related field. Knowledge of the application of the relevant national and international prescripts relating to the management of invasive alien species such as the National Environmental Management: Biodiversity Act (NEMBA) and its associated Regulations, the Convention on Biological Diversity (CBD), the World Trade Organization Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement), the International Plant Protection Convention (IPPC) and the World Organisation for Animal Health (OIE). Working Knowledge of alien and invasive species management as well as the inspection procedure. Good understanding of biodiversity conservation, ecological interactions at population, community and ecosystem level especially related to Alien Invasive Species. Good communication, interpersonal and administrative skills. Competency in the use of a computer and MS Office software. Good written and verbal communication skills and ability to work independently as well as in a team. Willingness to work long hours. In possession of a valid driver's license and willingness to travel and work irregular hours.
- DUTIES** : Conduct inspections at international passengers' terminals, cargo and mail centre and keep records thereof. Handle complaints, queries and enquiries from customers/stakeholders, Compile records of intercepted specimens. Complete the EMI pocket book to ensure an effective chain of custody process in cases that require enforcement action. Conduct awareness sessions in line with the biosecurity advocacy plan and ensure the inspection reports are submitted for necessary enforcement interventions.
- ENQUIRIES** : Ms K Wanjau Tel No: (012) 399 9571
- POST 02/34** : **DOCK MASTER REF NO: FIM20/2020**
- SALARY** : R257 508 per annum (R388 321 Total Package)
CENTRE : Houtbay Harbour
REQUIREMENTS : Applicants must be in possession of a Senior Certificate and drivers license. Experience in technical use of power tools, heavy machinery and hand tools. Must have a good understanding of safety procedures. Must be able to conduct vessel slipping. Must have a sense of responsibility and be able to work with minimal supervision and support harbour manager. Willingness to work long hours and weekends/public holidays when needed. Must be able to assist other fishing harbours when required .Ability to work under pressure.
- DUTIES** : Receive documents from vessels skippers/ representatives. Consult slip registry to prioritise vessels for slipping. Analyse the vessel-docking plan to assess material and capacity to be used. Communicate with the divers and Dockers in dinghy in the water that the vessel is in enroute. Direct Dockers on vessels to align vessel on slip cradle. Instruct Dockers on the gantry to retract bilge blocks to stabilise vessels on cradle. Ensure continuous alignment and

adjustment of bilge blocks while cradle in motion. Align cradle to land break and insert safety pin. Instruct team manually lift and carry turf pullers and stack onto side slip fix beams. Off-loading side slip equipment for safe storage.

ENQUIRIES : Mr L. Williams Tel No: (082) 806 3806 e-mail: LucasW@daff.gov.za

POST 02/35 : **DOCKERS REF NO: FIM21/2020 (X4 POSTS)**

SALARY : R208 584 per annum (R328 960 Total Package)
CENTRE : Houtbay; Hermanus; Stilbaai; Laaiplek (please indicate preferred center)
REQUIREMENTS : Applicants must be in possession of a Senior Certificate. Must have basic knowledge of working with heavy duty tools as well as slipway operations or similar activities. Must have a sense of responsibility and be able to work with minimal supervision and support the dock master. Willingness to work long hours when needed and the ability to work under pressure. Assist in other fishing harbours and also work weekends and public holidays as required

DUTIES : Align vessel on slip cradle. Retract bilge blocks to stabilize vessel on cradle. Ensure continuous alignment and adjustment of bilge blocks while cradle in motion. Operate motor/ electrical winch to pull the vessel out of the water. Operate slip gantry engine to control cradle arms. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Chipping metal to remove rust. Paint the slipway infrastructure and replace worn wood on the slip beams. Check hydraulic pipes for leaks on power packs and hydraulic pullers. Sweep ground area with heavy duty brooms. Collect and dispose of slip garbage at municipal dumpsite. Clean slip equipment with high pressure gun. Adhere and assist to all emergency calls e.g. oil spills, sinking vessels including compliance issues.

ENQUIRIES : Mr L. Williams Tel No: (082) 806 3806 e-mail: LucasW@daff.gov.za

POST 02/36 : **RECORDS CLERK (REGISTRY CLERK) REF NO: CMS04/2021**

SALARY : R173 703 per annum (Total package of R286 638 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus relevant experience in records management. Knowledge of registry processes and practices as well as the ability to capture data. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of legislative frameworks governing the Public Service. Good communications and computer skills. Planning and organisational skills. Ability to work independently and under pressure.

DUTIES : Administration of incoming mail and correspondence. Administer and maintain files; Receive documents for disposal in terms of the National Archives Act. Provide registry counter service; process departmental mail in line with the applicable prescripts. Despatch of departmental mail/file and correspondence; Ensure that official documents and correspondence are processed.

ENQUIRIES : Ms R Mogoto Tel No: (012) 399 8619

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 08 February 2021

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

MANAGEMENT ECHELON

POST 02/37 : **CHIEF DIRECTOR: MASTERS OPERATIONS REF NO: 21/13/MAS**
Re-Advertisement, Applicants who previously applied should re-apply)

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An LLB degree or recognized four years legal qualification NQF7; 5 years proven experience in the related Master's environment; 5 years of experience at Senior Management level; NSG pre-entry certificate for SMS level is required; Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardian's Fund is a requirement; A valid driver's license. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Sound understanding of the financial and legal aspects of the Master's environment.

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

ENQUIRIES : Mr. S Maeko Tel No: (012) 315 1996

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-13-MAS@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

- POST 02/38** : **STATE LAW ADVISER LP7- LP8 REF NO: 21/07/SLA**
- SALARY** : R763 212 – R1 266 156. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Cape Town
LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative Law will be an added advantage. Skills and Competencies: Legal research and legislative drafting; Advocacy; Problem solving and decision-making skills; Litigation skills; Good communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills.
- DUTIES** : Key Performance Areas: Scrutinize, redraft and certify Draft Bills of all National Departments with regard to their constitutionality, quality, drafting form, style for approval and introduction; Appear before and provide legal and legislative drafting services at committees of both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize and provide opinions on all draft international agreements and subordinate legislation referred to the office; Mediate disputes by identifying issues, developing options, considering alternatives and advising on the process of mediation; Advise and draft legal documents that provide clear motivation/ justification; Perform any functions assigned to the office by the national executive.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357–8240
Quoting the relevant reference number, direct your application to: Email Address: DOJ21-07-SLA@Justice.gov.za.
- NOTE** : People with disabilities are encouraged to apply.
- POST 02/39** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 21/06/SA**
- SALARY** : R510 432 – R1 192 947 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Polokwane
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164
A current certificate of good standing from the relevant Law Society must accompany the application. Email Address: DOJ21-06-SA@Justice.gov.za
- NOTE** : People with disabilities are encouraged to apply
- POST 02/40** : **SENIOR AUDITOR: GENERAL ASSURANCE REF NO: 21/11/IA**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: East London
A Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years' experience in Internal Auditing of which one year should be as a team leader or potential to lead a team and/or completion of the General Internal Auditing (including IAT Learnership – 3 years) Learnership from the IIA plus 2 year internal audit experience; Knowledge of the Public Finance Management Act (PFMA) , PAIA and IIA standards; Knowledge of

- Prevention and Combating Corruption Activities Act; A valid driver's licence. Skills and Competencies: Research and analytical skills; Report writing skills; Interpersonal relations; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.
- DUTIES** : Key Performance Areas: Supervise and participate in the development of strategic internal audit plans; Evaluate the departments controls/objectives to determine effectiveness and efficiency through internal audits; Conduct performance and general assurance services in the department; Review, collect information and compile reports to the accounting officer and audit committee; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms D Modibane Tel No: (012) 315 1668
- NOTE** : Quoting the relevant reference number, direct your application: Email Address: DOJ21-11-IA@Justice.gov.za
- POST 02/41** : **INTERNAL AUDITOR REF NO: 21/12/IA**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Bloemfontein
- : An appropriate three (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; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA); A valid driver's licence. Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; 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: Provide inputs in conducting risk assessments; Assist in planning audits assignments and conduct ad-hoc assignments for review by management; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Prepare draft reports to be reviewed by management; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities.
- ENQUIRIES APPLICATIONS** : Ms MD Modibane Tel No: (012) 315 1886
- NOTE** : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-12-IA@justice.gov.za
- POST 02/42** : **HUMAN RESOURCE PRACTITIONER: CMC 1 REF NO: 21/10/HR**
- SALARY** : R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : A 3 years Degree or National Diploma at NQF level 6 in HRM or equivalent qualification; Minimum of 1 year experience in Human Resource Management within the Public Service; Knowledge of Persal and relevant HR prescripts especially in relation to recruitment and selection in the Public Service. Skills and Competencies: Organizing skills; Analytical and decision-making skills; Conceptualization skills; Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and advanced written); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render all administrative recruitment functions for the respective client branch while implementing best recruitment practices; Conduct all relevant recruitment processes to fill advertised vacancies in accordance with relevant departmental and Public Service prescripts; Obtain, record recruitment and vacancy information regarding recruitment within required timeframes; Perform public service benefit function and implement performance management incentives according to Public Service prescripts; Arrange and facilitate the security clearance of shortlisted candidates.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090
- : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-10-HR@justice.gov.za

POST 02/43 : **LIBRARIAN REF NO: 21/08/SLA**

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of The Chief State Law Adviser: Cape Town
: 3 years relevant Degree in Library or equivalent qualification; Experience in Library; Knowledge and experience of electronic information resources and online retrieval skills; Experience in a law or legal library will be an added advantage. Skills and Competencies: Communication skills (verbal & written); Computer literacy; Interpersonal relations; Ability to work under pressure; Customer orientation; Research and planning skills.

DUTIES : Key Performance Areas: Manage the library books, serial collections and physical maintenance; Maintain library statistics and the central legal register; Insert replacement pages in the loose-leaf publications, statutes of RSA, bind and index bills; Conduct literature searches on Internet, Sabinet and Jutastat; Conduct reactive/ proactive research on client's requests; Oversee descriptive cataloguing, classification of books and serials.

ENQUIRIES APPLICATIONS : Ms P Leshilo Tel No: (012) 357 8240
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-08-SLA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 02/44 : **CHIEF ACCOUNTING CLERK REF NO: 21/03/SA**

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Johannesburg
: A grade 12 certificate or equivalent; 3-5 years' experience required. Skills and Competencies: Planning and organization; Interpersonal relations; Good verbal written communication skills; Ability to perform routine tasks.

DUTIES : Key Performance Areas: Supervise and render financial accounting transactions; Manage and perform capturing and verification of invoices; Manage and perform bookkeeping support services; Render a budget support services; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. E. Seerane Tel No: (012) 315 1780
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-03-SA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 02/45 : **LEGISLATIVE LANGUAGE PRACTITIONER: ISIZULU REF NO: 21/04/SLA**

SALARY : R257 508 – R303 339 per annum all inclusive. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of The Chief State Law Adviser: Cape Town
: A three-year tertiary qualification majoring in IsiZulu or an equivalent qualification; Experience in working as Language Practitioner in IsiZulu will be an added advantage; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

DUTIES : Key Performance Areas: Translate legislation from English to IsiZulu in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit Legislation in IsiZulu; Assist the office to develop legal terminology in IsiZulu for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of IsiZulu as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.

ENQUIRIES APPLICATIONS : Ms P Leshilo Tel No: (012) 357–8240
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-04-SLA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. All enquiries should be directed to: Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454.
- FOR ATTENTION** : The Acting Director: Human Resource Management
- CLOSING DATE** : 05 February 2021 at 15h30
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as certified copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make an appointment to the advertised post. No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. 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.

OTHER POSTS

- POST 02/46** : **DEPUTY DIRECTOR: PERSAL SALARY CONTROLLER REF NO: DMV2021/01-01**
- SALARY** : R733 257 – R863 748 per annum (Level 11) (All inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or National Diploma in Finance, Human Resources management or equivalent qualification. Persal courses: Persal Salary Administration, Persal Tax, Persal Controller. Three to five years of experience at an Assistant Director level executing Persal related functions. Knowledge in Finance and HR related matters, Government wide policies, ability to interpret and apply policies and legislations. Skills in Mathematics, Formulating and editing, accounting, report writing, research, presentation, analytical, motivational and decision making. Personal Attributes: Interpersonal relations, integrity, courteous, responsive, fairness, credibility and commitment.
- DUTIES** : Manage payment of salaries and allowances. Oversee validation process to ensure the completeness and correctness of documentation (transactions). Approve or obtain approval for transactions. Supervise the implementation processes and capturing on the PERSAL and BAS systems. Ensure withholding of payments of staff no longer employed or suspended without remuneration. Manage and ensure correct and timely responses to mandates received from Human Resource Administration. Oversee printing of IRP 5's. Submission of all tax reconciliations to SARS. Ensure that Persal/BAS reconciliation is done on a monthly basis. Administer the PERSAL system. Oversee the functioning of the PERSAL system. Audit the utilization of the PERSAL system in terms of manuals and guidelines. Capture, monitor and ensure the credibility and correctness of the information on the PERSAL system. Identify and inform employees who should be train on PERSAL system and organize training accordingly. Handle all the internal administrative and logistical arrangements regarding the training of PERSAL users and liaise with

SITA or any other affected service provider regarding externally related matters. Develop a database of all the employees who have been trained on PERSAL and maintain the records thereof. Co-ordinate the activities of the PERSAL user forum and ensure its proper functioning. Allocate codes for PERSAL users. Capture the organizational structure and its subsequent amendments on the PERSAL system. Continuously update the status of personnel and posts on the PERSAL system. Manage pay deductions and implementation of garnishee orders. Monitor correctness and validity of current deductions. Oversee the calculation and implementation of tax deductions. Oversee the validation of garnishee orders and implementation process (including consultation with the affected staff member). Ensure payment of the applicable levy for administering of garnishee orders. Ensure that the allowed percentage of salary is not exceeded in the case of insurance premiums / issue refusals if necessary or issue a communication for a lesser amount. Oversee maintenance of PERSAL and BAS systems. Oversee proper recording of transactions on the PERSAL and BAS systems. Authorize or oversee the authorization of payments on the systems. Regularly obtain reports from the systems and scrutinize for correctness. Oversee the daily clearance of suspense accounts.

ENQUIRIES : Mr John Olivier Tel No: (012) 765 9314

POST 02/47 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DMV2021/01-02**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Degree or Diploma in Labour Relations or relevant field. Three to five years of experience as Labour Relations Practitioner. Knowledge of Labour Relations policies, guidelines and acts. Ability to interpret and apply policies and legislations. Skills: Conflict resolution, Negotiations, Report writing, Research, Presentation, Analytical and Decision making. Personal Attributes: Interpersonal relations, Integrity, Confidential, Responsive, Fairness, Credibility and Commitment.

DUTIES : Facilitate and follow-up on the resolution of grievances. Receive, acknowledge and refer grievances. Provide administrative support in the investigation and resolution of grievances. Monitor the 30 days period of the resolution of grievances. Update the affected officials regarding the progress and the outcome of the grievance. Compile reports on grievances for submission to the public service commission. Administer disciplinary and misconduct cases. Receive and create a database of misconduct cases. Investigate misconduct cases. Represent the department in disciplinary cases. Provide administrative support in the formulation of charges. Provide logistical support for disciplinary hearings. Follow-up on the implementation of sanctions. Facilitate the finalization of appeals. Workshop employees and misconduct and disciplinary related issues. Promote harmonious employer employee relations. Ensure implementation of collective agreements. Facilitate the resolution of disputes related to strikes. Represent the department in labour forums. Provide support in the establishment and proper functioning of departmental bargaining chamber. Facilitate the implementation of conciliation and arbitration awards. Represent the department in conciliation and arbitration. Provision secretariat services for the conciliation and arbitration. Create a database and consolidate arbitration results / awards. Follow-up on the implementation of awards.

ENQUIRIES : Ms Dineo Masemola / Mr Caiphus Mailula Tel No: (012) 765 9454

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

CLOSING DATE : 08 February 2021

NOTE : All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers' licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). We thank you for the interest shown in MISA.

OTHER POSTS

POST 02/48 : **SOFTWARE ENGINEER REF NO: MISA/SOF/MIPMIS/01 (X2 POSTS)**
(12 months fixed contract)

SALARY : R733 257 – R863 748 per annum Total Cost Package

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate National Diploma, Bachelor Degree in Computer Science, Software Engineering or equivalent relevant qualifications at NQF level 6 holding Microsoft Certified Solutions Expert (MCSE), Microsoft Certified Solutions Developer (MCSD) and Hyper V qualification, and full technical proficiency in HTML5 and PHP with 3 – 5 years' experience in development and customization, and operation and maintenance of ICT based Software Engineering. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management. Technical competencies: In depth knowledge and understanding of: ICT system designing/developing with minimum 2 years' experience. ICT system customisation with minimum 2 years' experience. ICT project operation and maintenance position for minimum 2 years. C-sharp and ASP.net and QlikView. HTML% and PHP.

DUTIES : The successful candidate will perform the following duties: maintenance and optimization of the MIPMIS front end (website). Maintenance and optimization of the MIPMIS modules: a) Infrastructure Module; b) Project module; c) Reporting modules; d) Back to basics module; e) Incident reporting module; f) Administration module. System and end-user support. System interface. System enhancement and development. Development of modules for Management of MISA businesses as and when required and operate and maintain the same. Database management. System training and advocacy.

ENQUIRIES : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to: MISA-SOF-01@multilead.co.za

POST 02/49 : **SYSTEM ENGINEER REF NO: MISA/SE/MIPMIS/02**
(12 months fixed contract)

SALARY : R376 596 – R443 601 per annum

CENTRE : MISA Head Office, Centurion

- REQUIREMENTS** : An appropriate National Diploma, Bachelor Degree in Information Technology and Communication (ICT) or equivalent relevant qualifications at NQF level 6 holding Microsoft Certified Solutions Expert (MCSE), and VMWare and Hyper V certification equivalent relevant qualification with 3 – 5 years' experience in development and customization, and operation and maintenance MS Windows server 2002 SP 2 environment or higher associated ancillaries. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management. Technical competencies: In depth knowledge and understanding of: Knowledge ICT system designing/developing with minimum 2 years' experience. ICT system customisation with minimum 2 years' experience. ICT project operation and maintenance position for minimum 2 years. Managed a senior ICT position for minimum 2 years. Image deployment and data recovery.
- DUTIES** : The successful candidate will perform the following duties: Installation, operation and maintenance of Windows server and security system. Installation, operation and maintenance of Microsoft SQL server and Hyper V. Configuration and maintenance of active directory and domain services. Management of system users (adding, removing and maintenance of system users). Server support, maintenance and hosting (primary and Back-up servers). Systems and end-user support. Systems interface (remote access). Systems enhancement and development.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to: MISA-SE-02@multilead.co.za
- POST 02/50** : **ASSISTANT DIRECTOR: DATABASE MANAGER REF NO: MISA/AS-DM/03**
(12 months fixed contract)
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 package per annum plus 37% in lieu of benefits
: MISA Head Office, Centurion
: An appropriate National Diploma, Bachelor's Degree in any Science Subject or equivalent relevant qualifications at NQF level 6 with 3 – 5 years' experience in the field of Infrastructure data management using web enabled system. Any ICT relevant qualification will be an added advantage. Core Competencies: Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Facilitation and Communication. Honesty and Integrity. Technical Competencies: In depth knowledge and understanding of: Data management using MS Excel minimum 2 years' experience. Data operator/management using web-based system minimum 2 years' experience.
- DUTIES** : The successful candidate will perform the following duties: Coordinate Assist in managing the MIPMIS data management on day to day basis. Quality checking of the data submitted by municipalities and/ or end users and uploading the same, in applicable cases in the system for further use. End Users Support in using the system.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to: MISA-AS-DM-03@multilead.co.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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Gauteng Division: Pretoria/ Land Claims Court (Randburg)/ Provincial Service Centre: Gauteng: 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.
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018 or hand deliver applications to 30 Queen Victoria Street, Cape Town, 8000.
Port Elizabeth: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.
- CLOSING DATE** : 05 February 2021
- NOTE** : Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

MANAGEMENT ECHELON

- POST 02/51** : **DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2021/01/OCJ**
- SALARY** : R1 057 326 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand

REQUIREMENTS : Bachelor's Degree in Corporate Governance or equivalent relevant qualification. Proven successful completion of the Senior Management Pre-entry programme. Minimum of five (5) years' experience in rendering services in a secretariat environment. Minimum of five (5) years' experience at a middle/senior managerial level. Proven exposure in rendering secretarial services to high level committees. A valid driver's licence. A qualification in secretaryship will be an added advantage. Core management competencies: Capability and leadership. Financial management. Programme and project management. People management and empowerment. Change management. Service delivery innovation. Client orientation and customer focus and communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgement. Decision making. Managing complexity. Planning and organising. Accountability. Resilience. Customer service orientation. Business performance management and organizational resource management.

DUTIES : Manage overall planning and coordination of the meetings of high level inter-judicial for and OCJ Executive Management Committees. Render secretariat and administrative support to inter-judicial for and OCJ Executive Management Committees including record keeping and minute taking of all such meetings. Manage the compilation of meeting documents and develop and implement quality control mechanisms for all documents forwarded to Committees. Develop and manage an annual corporate calendar. Oversee coordination of intergovernmental meetings. Liaise with the chairperson and members of all high level Committees. Render advisory and liaison services to Committees. Monitor implementation of meeting resolutions and provide timeous progress reports. Monitor implementation of meeting resolutions and provide timeous progress reports. Manage and coordinate all travel and logistical arrangements for Committee meetings.

ENQUIRIES : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638

NOTE : In terms of the OCJ's EE requirements, preference will be given to female candidates as well as persons with disabilities.

POST 02/52 **DIRECTOR: BUSINESS APPLICATIONS & GOVERNANCE REF NO: 2021/02/OCJ**

SALARY : R1 057 326 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : A three (3) year National Diploma/Bachelor's Degree in Information Technology or equivalent qualification in ICT. Proven successful completion of the Senior Management Pre-entry programme. Minimum of five (5) years' experience in middle management within the field of Business analysis and application development. A valid driver's licence. Skills and competencies: Change management. Financial analysis. Analytical thinking. Good presentation skills. Strategic capabilities. Good report writing and communication skills. Analyse and identify key business needs in concept phase and translate them into high level requirements and business cases. Extensive knowledge of enterprises architecture and planning and business process management. Project management experience.

DUTIES : Engage with stakeholders to solicit business requirements from broader Office of the Chief Justice (OCJ) ICT users. Develop business cases for new solutions, business requirement analysis and management. Consultation with business stakeholders to ensure understanding of key business processes and operations across the OCJ for enablement by ICT. Partner with business to manage the prioritization of requests and business solutions. Architecting business solutions for the OCJ business processes. Ensure prioritization of solutions based benefits, business impact and available funding and resource capacity for ICT. Participate in forums to represent the unit. Work with business partners to innovate and modernise Superior Court and OCJ departmental business processes. Ensure innovative ideas are translated into practical ICT solutions in line with business requirements. Collaborate with business stakeholders to maintain a roadmap to identify future capabilities, automation opportunities and enabling technologies. Ensure that applications and information systems meet business requirements. Manages the design, development and implementation of applications and business solutions, document and automate key business processes. Manage the court modernization program. Develop weekly, monthly and quarterly plans and reports for the unit.

ENQUIRIES : Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638

NOTE : In terms of the OCJ's EE requirements, preference will be given to female candidates as well as persons with disabilities.

OTHER POSTS

POST 02/53 : **DEPUTY DIRECTOR: CASE MANAGEMENT LOWER COURT REF NO: 2021/03/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

REQUIREMENTS : LLB or equivalent 4-year degree coupled with court administration experience. Minimum of five (5) years' experience in Legal sector of which two (2) years' must be at Middle Managerial level. Technical Knowledge and Competencies: Knowledge and experience in the application of the provisions of the legislation in the Public service. Policy analysis and development co-ordinating. Monitoring and evaluation mechanisms and processes. Computer literacy (Excel, Word and PowerPoint). Change management. Behavioural Competencies: Problem solving. Financial management. General management & project management. Strategic leadership capability. Communication skills (verbal and written). People and resource management skills. Research and development expertise. Strategic change and risk management. Ability to network, influence and impact. Applied strategic thinking. Planning and organisation skills. Analytical skills. Good interpersonal relations and motivating skills. Creative and innovative thinking.

DUTIES : Support strategic and operational leadership to the Director: Lower Courts. Support the provision of Case Flow management services for Lower Courts. Assist in managing the operational budget of the Directorate and Case Management budget of the Lower Courts. Provide advice and support the transition relating to the transfer of the Lower Courts functions from the department of Justice and Constitutional development to the Office of the Chief Justice. Report writing, presentation and dissemination. Quality Management. Ms B Rakgotho/Ms S Tshidino Tel No: (010) 493 2500

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

POST 02/54 : **PRINCIPAL COURT INTERPRETER REF NO: 2021/04/OCJ**

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

CENTRE : Gauteng Division: Pretoria

REQUIREMENTS : A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification. A minimum of five (5) years' practical experience as a Court Interpreter with a minimum of years' supervisory experience. A valid driver's licence. Proficiency in English and/or two or more indigenous languages. Skills and Competencies: Excellent communication skills. Listening skills. Interpersonal skills. Time management skills. Computer literacy. Analytical thinking. Problem solving skills. Planning and organising. Confidentiality. Ability to work under pressure and art of interpreting.

DUTIES : Render interpreting services in complex and high profile cases, special cases, pre-trial conferences, disciplinary hearings and consultations, translate legal documents and exhibits. Develop terminology. Procure foreign language interpreters and casual interpreters in line with PFMA. Control, supervise and attend to personnel administrative aspects of interpreters. Render supervisory services in the Legal Interpreting and Language environment. Provide mentoring and coaching to Junior/Senior Court interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 335 0404

POST 02/55 : **REGISTRAR REF NO: 2021/05/OCJ (X1 POST)**

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

CENTRE : High Court Western Cape Division: Cape Town

REQUIREMENTS : An LLB Degree or a four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and

- decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record. Room. Deal with the files in terms of the relevant codes and legislation.
- ENQUIRIES** : Ms M Baker/ Ms L Adams Tel No: (021) 469 4000
- POST 02/56** : **JUDGES SECRETARY (X3 POSTS)**
(Three-Year Contract)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division:
Pretoria Ref No: 2021/06/OCJ (X2 Posts)
Land Claims Court Ref No: 2021/07/OCJ (X1 Post)
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 02/57** : **STATE ACCOUNTANT: SALARIES: FINANCIAL ACCOUNTING REF NO: 2021/08/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year tertiary qualification in Accounting or equivalent qualification. 3 years' appropriate relevant experience in salaries. Knowledge of financial systems BAS, PERSAL, certificate in salary administration would be an added advantage. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Computer literacy. Understanding of SCOA segments. Knowledge of GAAP and GRAP, Accrual Basis and Cash Basis Accounting. Ability to follow proactive and creative approach. Be able to work under pressure.

- DUTIES** : The successful candidate will be responsible for administering and approval of travel and subsistence claims; (claim forms for both domestic and foreign trips); check if claims are correctly compiled and amounts are calculated per period and per item allowance; administering BAS payments; receiving T&S Advance forms from officials within the department for domestic and foreign trips; check if the advance is correctly calculated according to the period away and country for foreign trips; verifying correctness of allocation. Administration of all salaries related transactions. Ensure clearance and reconciliation of salaries related suspense accounts. Clear PERSAL exceptions. Authorise transactions on PERSAL, BAS. Process advices received (approve allowances and deductions on PERSAL). Processing of Journals. Address queries and request related to deductions and earnings; file and safe keep of salary and related financial information. Approval of stop orders, garnishee order and debt orders. Supervise the administration of Payroll certification process. Compiling journal on BAS for allocations wrongly allocated; Processing of payment advice from HR for officials Bursaries. Supervise and attend to queries. Train and develop subordinates
- ENQUIRIES** : Ms B Rakgotho/Ms S Tshidino, Tel No: (010) 493 2500
- POST 02/58** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2021/09/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Gauteng
Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
- ENQUIRIES** : Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404
- POST 02/59** : **TYPIST, REF NO: 2021/10/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court: Port Elizabeth
Grade twelve (12) or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217

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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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
- CLOSING DATE** : 12 February 2021
- 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 the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and 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

- POST 02/60** : **DIRECTOR: PLANNING, MONITORING AND REPORTING REF NO: D/PMR/01/2021**
- 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
- REQUIREMENTS** : Ideal candidate profile: An appropriate Bachelor's degree (NQF 7) in Public Administration/Management and Social Science or related field. A post graduate qualification will be an added advantage. 5 years' experience at middle/ senior management level of which at least 3 years should be in managing planning, monitoring and reporting in government. Good understanding and knowledge of government priorities including the National Development Plan. Good understanding of the PSC's mandate. Proven track record in carrying out government planning frameworks such as Medium Term Strategic Framework, Strategic Planning, Annual Performance Plan and Service Delivery Planning. Understanding of government wide monitoring and evaluation system. Excellent planning, organisational and communication skills. Excellent research and writing skills. Ability to work across levels within the PSC and interact at a senior level. 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. The successful candidate must possess strong

strategic capability, analysis, leadership, programme, project management and financial and people management skills. A Certificate for entry into the SMS. Proven computer skills and experience in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. A Valid Driver's License (with the exception of disabled applicants).

DUTIES

: Coordinate, facilitate and guide the PSC's planning processes towards the development of its strategic plan, the annual performance plan and the operational plan. Provide technical advice and support to the Office in the development of its plans including the setting of appropriate indicators, targets and standards. Inculcate a culture of integrated planning and monitoring for outcomes within the PSC. Coordinate and manage the development, review and approval of the Annual Report, Annual Report to Citizens and the Service Delivery Improvement Plan. Analyse performance information and develop high-level reports with key findings and recommendations on remedial measures. Manage the performance information auditing processes. Develop policies, systems and tools for effective planning, monitoring, evaluation and reporting.

ENQUIRIES

: Ms LC Viviers Tel No: (012) 352 1145

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.

<u>APPLICATIONS</u>	:	advertisement01@dpsa.gov.za
<u>CLOSING DATE</u>	:	08 February 2021
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed new 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 will be subjected to 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 within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at www.dpsa.gov-vacancies .

OTHER POST

<u>POST 02/61</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: DPSA 01/2021</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (An all-inclusive remuneration package) Annual progression up to maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate 3 year Degree or equivalent qualification. At least three (03) years' experience on Middle Management level. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Communication skills (verbal and written). Project Management and Financial Management Skills.
<u>DUTIES</u>	:	To manage the administrative activities within the office of the Executive Authority. Liaise with internal and external stakeholders. Supervise employee performing registry and messenger/driver services in the ministry and logistical support to meetings. Screening and distribution of documents within the executive office. Supervise records of submissions on soft and hard copies, including classification in accordance with the MISS prescripts. Manage capturing of information and ensure systems are effectively managed. Manage, co-ordinate and facilitate the budget in the Minister's office.
<u>ENQUIRIES</u>	:	Ms. Baarata Motlhaoleng at Tel No: (012) 336 1503

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 05 February 2021
- FOR ATTENTION** : Ms E Steenkamp
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Applicants 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. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 02/62** : **CHIEF INFORMATION OFFICER REF NO: A1/A/2021**
Branch: Corporate Support Services
Senior Management Service
- SALARY** : R1 251 183 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that maybe structured into. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree in the field of Information Management Systems Technology (NQF level 7) as recognized by SAQA

PLUS five years' relevant experience at senior management level. Experience in Government Information Management System Technology will be an added advantage. Knowledge of the relevant Public Service Regulatory Framework such as POPI Act, MISS, Archives, PAJA, PAIA and ECT. Knowledge of systems development, information and knowledge management. Knowledge of Government IMST and systems. Competencies needed: Strategic capability and leadership. Programme and Project management. Financial management. Information and Knowledge management. People management and empowerment. Client orientation and customer focus. Communication. Policy analysis and development. Computer literacy. Change Management. Interpersonal. Problem-solving and analysis. Statistical and data analysis. Service delivery innovation. Stakeholder management. Strategy and benefits realisation. Attributes: Good interpersonal relations. Diplomacy. Ability to work in a team and independently. Independent thinker. Honesty and Integrity. Pragmatism. Ability to work under pressure. Ability to bring the benefits of IT, Information System and Information Management to solve business issues while also managing costs and risk.

DUTIES : Provide strategic leadership and support to the Department regarding information and technology communication technology systems as well as information system security and risks. Develop ICT Strategy and oversee the development of Operational Plans aligned to the Department's strategy. Direct the ICT resources and processes to facilitate the achievement of organisational strategic objectives as well as identifying opportunities for the appropriate and cost effective investment in ICT systems and resources. Direct programme and project management activities to ensure successful completion of projects. Engage in strategic relationships with relevant stakeholders and manage stakeholder expectations by maintaining appropriate communication channels. Develop Departmental Information Management Systems policies, guidelines, norms and standards as well as the development and maintenance of ICT governance model and policies. Provide advice and guidance to the Social Development Sector, Cluster and participate in various forums in relation to the Departmental IMST.

ENQUIRIES : Mr K Ndaba Tel No: (012) 312-7665/7866/7299
NOTE : In terms of the relevant Branch's employment equity targets, African and Coloured males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 02/63 : **DEPUTY DIRECTOR: FOOD AND NUTRITION SECURITY COORDINATION PROGRAMME IMPLEMENTATION REF NO: A1/B/2021 (X2 POSTS)**
 Directorate: Food and Nutrition Security Coordination

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

CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (or equivalent qualification) plus 3 – 5 years' experience in food and nutrition security. A postgraduate in Project Management/Food Security will be an added advantage. Knowledge of i) Public Service Legislation; ii) project management; iii) food and nutrition security polices; iv) community development; v) project monitoring and evaluation; and vi) stakeholder consultation and mobilization. Willingness to travel. Competencies needed: Financial management skills. Planning and coordination skills. Problem-solving skills. Time management skills. Project and programme management skills. People management and empowerment skills. Risk management skills. Presentation and facilitation skills. Computer literacy. Attributes: Ability to work under pressure. Systematic. Adaptive. Confidentiality. Integrity. Discipline. Friendly and trustworthy.

DUTIES : Develop food and nutrition security policy and legislation to guide the sector. Develop the food and nutrition security programme implementation guidelines. Facilitate, monitor and report implementation of food and nutrition security programmes within the sector. Facilitate inter-sectoral coordination and integration of appropriate food and nutrition security interventions. Design and provide appropriate food and nutrition security training and capacity building for DSD officials. Facilitate nutrition assessment counselling and support (NACS) in all DSD centre based feeding programmes. Facilitate research on key food and nutrition security areas to provide evidence for better decision making and resource mobilisation. Participate in the Ministerial Outreach Programmes.

<u>ENQUIRIES</u>	:	Mr M Mbhele Tel No: (012) 312 7594
<u>NOTE</u>	:	In terms of the Chief Directorate: Poverty Alleviation, Sustainable Livelihood and Food Security's employment equity targets, Indian males and African females as well as persons with disabilities are encouraged to apply.
<u>POST 02/64</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: A1/C/2021</u> Directorate: Labour Relations
<u>SALARY</u>	:	R869 007 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A three year Bachelor's degree in Labour Relations/Labour Law or equivalent qualification plus 3 year's junior management experience in the labour relations field. Knowledge of the relevant Public Service legislation. Knowledge and understanding of handling misconduct, conflict resolution, mediation and dispute and disciplinary matters as well as complaints and grievances. Knowledge of functioning of a bargaining council. Knowledge and understanding of conciliation and arbitration proceedings. Knowledge of litigation process. Willingness to travel. Competencies needed: Computer literacy. Policy analysis and development skills. Resource management skills. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Conflict resolution skills. Research skills. Interpretation and application of legislative framework. Stakeholder and client liaison skills. Management and leadership skills. Facilitations and presentation skills. Representation skills. Monitoring skills. Investigation skills. Analysing skills. Report writing skills. Negotiation skills. Chairing/residing skills. Creativity and innovation skills. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Ability to show empathy. Ability to act with discretion and promote fairness.
<u>DUTIES</u>	:	Render a labour relations advisory service to management and employees. Develop appropriate and strategic labour relations policies and procedures to address the relevant gaps. Manage and deal/handle with disputes, grievances and disciplinary procedures. Ensure capacity building on labour relations matters for the social development sector. Maintain sound labour relations within the Department and the Social Development Sector. Monitor and ensure compliance with the implementation of labour relations prescripts and directives.
<u>ENQUIRIES</u>	:	Mr K Shabangu Tel No: (012) 312-7212
<u>NOTE</u>	:	In terms of the Chief Directorate: Human Capital Management's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.
<u>POST 02/65</u>	:	<u>MANAGER SOCIAL WORK POLICY GRADE 1 REF NO: A1/D/2021</u> Directorate: Children's Act
<u>SALARY</u>	:	R794 889 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of domestic legislation and international conventions relating to children. Willingness to travel. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.
<u>DUTIES</u>	:	Develop/facilitate the development, review, amendment and implementation of legislation and policies for child care and protection. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Consult and liaise with stakeholders, including Cabinet, Parliament and Clusters. Keep up to date with new developments in the social work and management fields. Plan and ensure that child care and protection policy

		research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
<u>ENQUIRIES</u>	:	Ms M Sebopela Tel No: (012) 312-7399
<u>NOTE</u>	:	In terms of the relevant Chief Directorate's employment equity targets, African, Coloured and White males as well as persons with disabilities are encouraged to apply.
<u>POST 02/66</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: A1/E/2021</u> Directorate: Children's Act
<u>SALARY</u>	:	R363 801 – R407 625 per annum (salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of child care and protection legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<u>DUTIES</u>	:	Develop, implement and maintain child care and protection legislation and policies. Monitor, interpret and review legislation, policies and procedures relating to children to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required as well as the costing thereof. Facilitate sector coordination on child care and protection matters. Facilitate the development and maintenance of a national directory of child protection services. Keep up to date with new developments in the social work and management fields. Conduct research and development. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms M Sebopela Tel No: (012) 312-7399
<u>NOTE</u>	:	In terms of the relevant Chief Directorate's employment equity targets, African, Coloured, Indian and White males and Indian females as well as persons with disabilities are encouraged to apply.
<u>POST 02/67</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 REF NO: A1/G/2021 (X2 POSTS)</u> Gender Based Violence Command Centre
<u>SALARY</u>	:	R148 215 – R166 830 per annum (salary will commensurate with years of experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. Basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary work within this context. Understanding of the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery. Basic understanding of the SA judicial system and the legislation governing and impacting on social work. Basic understanding of human behavior, relationships system and social issues. Competencies needed: Communication (verbal and written) skills. Ability to implement appropriate social auxiliary work methods and techniques to address the social needs of clients systems. Ability to use appropriate resources in service delivery to client systems. Ability to address the special needs, with special reference to the deaf community and problems experienced by at least three of the priority focus groups in social welfare. Ability to compile reports and keep precise records. Computer literacy. Attributes: Ability to work in a team and independently. Empathy. Trustworthiness. Honesty.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the support to the deaf community through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. This would include support and assistance with the following actions: i) Conduct interviews for assessments aimed at identifying issues of Gender

Based Violence that justify relevant interventions. ii) Provide information for the identification of appropriate interventions required to address the identified services. lii) Assist with the development of programmes to render the recommended, relevant and appropriate interventions for the deaf community. iv) Implementation of the recommended interventions by the Social Worker and providing continuous telephonic support, to the affected individuals, groups, families and communities. v) Monitor and evaluate the effectiveness of the recommended interventions. vi) Produce and maintain records and data of interventions, processes and outcomes. vii) Collate data on all telephonic support provided. Keep abreast with new developments in the disability and social work sector. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES
NOTE

- : Mr S Malope Tel No: (012) 312-7410
- : In terms of the relevant Chief Directorate's employment equity targets, African, Coloured, Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

CLOSING DATE : 05 February 2021
NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 02/68 : **ADMINISTRATIVE ASSISTANT REF NO: 2021/01**
Office of the Director-General

SALARY : R208 584 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Chief Directorate: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required.

ENQUIRIES : Mr J Mashishi Tel No: (012) 334 4802
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building/e-mailed to DTARecruitment@cogta.gov.za.

FOR ATTENTION : Director: Human Resource Management

DEPARTMENT OF TRANSPORT

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** : 05 February 2021
- 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. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 02/69** : **DIRECTOR: RESEARCH AND CONTENT DEVELOPMENT REF NO: DOT/HRM/2021/01**
Branch: Administration (Office of the Chief Operations Officer)
Chief Directorate: Communication
Directorate: Research and Content Management
- SALARY** : R1 057 326 per annum (Level 13). (All-inclusive salary package) of which 30% may be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
A Communication related Bachelor's degree in Journalism, Media Studies, Public Relations and/or Marketing at NQF Level 7 as recognised by SAQA. A proficiency in one or more of the following competencies will also be considered: Copywriting & Editing, Scriptwriting and/or Publishing. An SMS pre-entry certificate plus 6 - 8 years' experience of which 5 years must be at senior management or middle management level in the Public Service. Note: The following will serve as strong recommendation: Knowledge and skills in compilation of management reports and PFMA, Communication skills (verbal and written English must be above average), computer literacy, governance related to Information Management, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation and Customer Focus and Change Management.
- DUTIES** : The successful candidate will: Provide content research, editorial and information collation services for the purposes of speechwriting. Collate information and draft speeches for the DG, Deputy Minister and Minister.

Produce well-presented reports and publications. Research and rewrite documents as necessary. Proofread documents and content products across the different communication platforms. Provide editorial services for publication. Do research on relevant topics for publication. Consult relevant personnel to develop speeches, presentations, articles and other official messages. Ensure information is factual correct by staying abreast with transport developments. Develop analytical and well-presented reports and publications. Edit strategic documents and any other communication and information products produced in the department as required. Ensure that the department's print and electronic content and products are of high quality. Manage and control the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance, administrative and financial system's continuity within the work of the Directorate. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Manage the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES

: Mr C Msibi. Tel No: (012) 309 3406

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE : 05 February 2021

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 02/70 : **PHARMACIST: GRADE 1-3: REF NO: H/P/1**

SALARY : Grade 1: R693 372 per annum (OSD)
Grade 2: R751 026 per annum (OSD)
Grade 3: R821 205 per annum (OSD)

CENTRE : Katleho Hospital, Virginia

REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. Experience: Pharmacist **Grade 1**. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 2**: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Pharmacist **Grade 3**: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge and Skills: Sound knowledge of all aspects of public sector pharmacy. Through understanding of relevant acts, regulations, standard operating procedures & policies. Good pharmacy practice. Good manufacturing practice. Must be fully computer literate and process good communication, organization and interpersonal skills. Knowledge of legislation in relation to the provision of pharmaceutical services. Human Resources Management. Leadership skills. Financial Management. Analytical skills. Management and supervisory skills. Project skills. Interpersonal and negotiation skills.

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Dispensing medication according to the Free State formulary. Management of the down referral system. Issue ward stock Bi Weekly. Issue scheduled medication from the bulk store room to the dispensary. Reporting discrepancies discovered during receipt of stock. Handling of short dated stock. Conducting bi annual stock take. Packing of emergency boxes for the emergency trolley. Packing of after hour cupboard. Provide pharmaceutical services over weekends and public holidays. Supervision and training of pharmacy assistants.

ENQUIRIES : Me R A Motema Tel No: (067) 424 8766
APPLICATIONS : To Be Sent To: The Chief Executive Officer, Katleho/Winburg Hospital Complex, Private Bag X4, Virginia, 9430

FOR ATTENTION : Me N P L Sithebe

POST 02/71 : **ASSISTANT MANAGER: NURSING PNB4: MALUTI-A-PHOFUNG REF NO: H/A/2**

SALARY : R614 991 per annum (OSD)
CENTRE : Thabo Mofutsanyana District
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, in curative skills in Primary Health Care, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management Level. Medical background or experience in the management of Primary Health Care. Proof of SANC receipt for the current year. Valid driver's license. Knowledge and Skills: appropriate/recognizable experience in management of Primary Health Care services Ability and willingness to work beyond normal working hours and under pressure. Ability to implement and manage change. Good written and verbal communication skills. Good interpersonal relations.

DUTIES : Responsible for administrative functions as well as functions pertaining to quality of Primary Health Care services in the sub district. Responsible for an overall management of coordination of Primary Health Care services. Establish and implement quality improvement initiative and related Primary Health Care programmes. Cost effectively manage resources. Facilitate and implement policies, directives and standards relevant to service provision. Control Primary Health Care cost center. Address and handle concerns of Primary Health Care services. Responsible for identification, management and monitoring of all nursing risks that may cause harm / put life of the patient in danger.

ENQUIRIES : Me M C Ramokotjo Tel No: (058) 713 0515 Ext 148
APPLICATIONS : TO: The District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered: Ombudsman Building, Mampoi Road, Phuthaditjhaba.

FOR ATTENTION : Mr M S Shabangu

POST 02/72 : **OPERATIONAL MANAGER (PNB3): (MALUTI-A-PHOFUNG LOCAL AREA CLINICS) REF NO: H/O/1**

SALARY : R562 800 per annum (OSD)
CENTRE : Thabo Mofutsanyana District
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Proof of SANC receipt for the current year. Post-basic nursing qualification, with a duration of at least one (1) year in curative skills in Primary Health Care, accredited with the SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one (1) year post-basic qualification in the relevant specialty. Valid driver's license. Knowledge and Skills: Appropriate Bachelor's Degree/Diploma as well as Nursing Management will be an advantage. Ability to work under pressure.

DUTIES

Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

: Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Clinic. Ensure compliance to professional and ethical practice. Manage the implementation of the Primary Health Care Package in order to provide a quality Primary Health Service, contributing towards the District targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and a well-informed community. Manage all resources allocated to the facility to ensure a cost effective Primary Health Care service. Management, qualification skills and experience. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of Clinic personnel. Management of officials' arrival, lunch and departure time (Time Management).

ENQUIRIES

: Me M C Ramokotjo Tel No: 058 713 0515 Ext 148

APPLICATIONS

: TO: The District Manager, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered: Ombudsman Building, Mampoi Road, Phuthaditjhaba.

FOR ATTENTION

: Mr M S Shabangu

POST 02/73

: **CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/1**

SALARY

: R444 276 per annum (OSD)

CENTRE

: Katleho Hospital, Virginia

REQUIREMENTS

: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Valid driver's license. Appropriate experience in Management of HAST Programmes. Appropriate financial management knowledge.

DUTIES

: Provide professional and technical support for the provision of quality patient care through proper management of HAST programmes. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Develop and implement quality assurance plans, guidelines, protocols, norms and standards pertaining to HAST. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.

ENQUIRIES

: Me K P Mallane Tel No: (057) 221 3333

APPLICATIONS

: To Be Send To: The Chief Executive Officer, Katleho/Winburg Hospital Complex, Private Bag X4, Virginia, 9430

FOR ATTENTION

: Me N P L Sithebe

POST 02/74

: **ASSISTANT DIRECTOR: LAUNDRY SERVICES REF NO: H/A/1**

SALARY

: R376 596 per annum (Level 09)

CENTRE

: Health Support Services: Corporate Office, Bloemfontein

REQUIREMENTS

: A 3-year degree or national diploma in management or administration, with 3-5 years' experience in corporate services(administration) or laundry/ linen management in a public or private sector environment preferably in the health sector or hospital environment. 3 Of the 5 years must be on the supervisory level (Level 8). A valid driver's license (Code EB) is essential for the individual who must be prepared to travel extensively throughout the Province. Knowledge and Skills: Competency in MS Word, MS PowerPoint and MS Excel or MS Project. Knowledge of PFMA, Public Service Regulations and Public Procurement Practice Notes. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Good understanding on laundry process flow, equipment, consumables and key stakeholders and their relevancy. Good interpersonal, communication (written and verbal) skills. Ability to work independently and under extreme pressure.

DUTIES

: Efficient and effective management of Linen and Laundry services at Bloemfontein Laundry. Provide inputs for the development and implementation of policies, guidelines, norms and standards Develop Standard Operating Procedures (SOPs) and contract specifications. Regular liaison with service providers and clients. Supervision of management of all Laundry personnel. Ensure staff development and performance management in line with the human resource policies and procedures, Departmental Strategic Plan and Directorate operational plan. Ensure effective and efficient utilization of

resources in line with applicable PFMA and Supply Chain Management Policies. Maintain service satisfaction through training and quality improvement. Ensure implementation, monitoring and evaluation of the service and related contracts. Identify, report, control and monitor internal risks. Compile management reports and presentations. Ensure compliance in terms of all relevant acts and directives. Perform any other duties delegated by the supervisor.

ENQUIRIES
APPLICATIONS

: Mr J M Mokgatle Tel No: (051) 408 1540/1541
: To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
: Me P Mpu

FOR ATTENTION

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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.

OTHER POSTS

- POST 02/75** : **CLINICAL MANAGER REF NO: REFS/007644 (X1 POST)**
Directorate: Clinical Services
- SALARY** : R1 173 900 – R1 302 849 per annum (all-inclusive package)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : MBChB or an appropriate qualification. Active Health Professions Council of South Africa (HPCSA) registration as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A post graduate qualification in business administration, healthcare management or public health. Advantageous: Leadership and management experience in hospital services, experience in public sector management.
- DUTIES** : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in clinical care audits and risk management strategies in order to improve clinical governance and outcomes. Management, investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Chair or be an active member of various clinical governance and management committees. To be responsible for HR, Finance and administrative matters as it relates to the clinical departments. Coaching and mentoring different levels and categories of staff. Ensure adherence to relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realization and Maintenance Framework and Department of Health's Six Key Priorities. Representing the hospital as required in cluster and provincial forums.
- ENQUIRIES** : Dr ER Masilela Tel No: (011) 489 0306
APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
- FOR ATTENTION** : Human resources department
NOTE : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 05 February 2021
- POST 02/76** : **STOMATOLOGIST/SENIOR LECTURER GRADE 1/2/3 REF NO: UPOHC/STOMA/0001/2021**
Directorate: Oral pathology and Oral Biology
- SALARY** : R1 106 040 – R1 807 776 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist in the category of Independent Practice and in possession of a BChD degree or equivalent qualification. The candidates must also have an MSc degree in the field of Maxillofacial and Oral Radiology. Experience of Undergraduate and Postgraduate teaching and curriculum development of Maxillofacial and Oral Radiology is required. Recommendations: A PhD will be an added advantage.

- DUTIES** : The successful candidate will be involved with Undergraduate and Postgraduate teaching and training in Maxillofacial and Oral Radiology. Do research in the field of Maxillofacial and Oral Radiology. Manage all responsibilities as a module coordinator for Undergraduate and Postgraduate courses in Maxillofacial and Oral Radiology. Department duties may be assigned to the candidate.
- ENQUIRIES** : Prof W.F.P van Heerden Tel No: (012) 319 2320
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5731.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 05 February 2021
- POST 02/77** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: DDP/12/CMJAH/2020**
Directorate: Pharmacy Department
Re-advertisement
- SALARY** : R1 026 693 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 7 years' appropriate experience after registration as Pharmacist. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint) Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Thorough knowledge and Understanding of the procurement procedure. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Qualification in management and project management will be an added advantage.
- DUTIES** : To implement the norms and standards of Good Pharmaceutical services based on National, Provincial and hospital guidelines through selection, distribution and use of Pharmaceutical products. Assist with sound management of the allocated budget. Enable identification and assessment of potential strategic, operational and functional risks for the unit. Develop risk control measures to minimize risks. To support reviews and audits of pharmaceutical practices at the institution. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Pharmacy and Therapeutics Committee and be a member of the National and Provincial Pharmacy Therapeutics Committee. Participate and being a member of Provincial and Hospital Antimicrobial Stewardship Committee. Financial analysis of financial reports and ABC analysis. Co-ordinate the training and development of pharmacy personnel Participate in the implementation of, and compliance with, the NHI and CCMDD Programme in the pharmacy. Conduct regular stock audits in the Pharmacy and the satellite pharmacies. Provides expert advice relating to usage of medicines by the various units using Pharmaco- economically and understanding of drug supply management. Contribute to the pharmacy's planning, and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof. Create a conducive environment which promotes positive attitudes amongst staff members to accelerate and increase productivity. Ensure that pharmacy is up to date with Auditor General Report.
- ENQUIRIES** : Ms. O.I Ubogu Tel No: (011) 488 3225

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not Older than 6 Months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 05 February 2021
- POST 02/78** : **REGISTRAR REF NO: SMUREG01/21**
Directorate: Maxillo Facial and Oral Surgery
- SALARY** : R821 205 - R858 711 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Degree in Dentistry. Registration with HPCSA as a Dentist with at least two years' experience as a dentist and completed their community service obligation. Post graduate courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals and fulfilled the community obligations. Applicants will be appointed at entry level of Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.
- DUTIES** : The Registrar will pursue a course of study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students.
- ENQUIRIES** : Prof Munzhelele Tel No: (012) 521 4858
APPLICATIONS : Applications can be hand delivered to SMU Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
- FOR ATTENTION** : Ms PR Rangoato Tel No: (012) 521 4881
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 and HPCSA certificate (no copies of certified copies 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. 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. The Institution reserves the right to not to make any appointment. People with disabilities are encouraged to apply.
- CLOSING DATE** : 05 February 2021
- POST 02/79** : **MEDICAL REGISTRAR REF NO: SBAH 02/2021**
Directorate: Orthopedics
- SALARY** : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. Current registration with the HPCSA as an independent medical practitioner. Surgical primaries and intermediates will be added as an advantage. The many diverse functions of this position encompass aspects of patient care, education, research (must participate in original basic or clinical research). The service aspects include ensuring correct surgical treatments of patients. The academic programme will include patient care presentations,

- subject discussions and attendance of the post graduate academic programme. This position is intended for grooming of candidates who are pursuing a surgical career.
- DUTIES** : Locate work in a public service context. Plan and organize work to achieve objectives that meet service standards; lead a team to solve workplace problems and conflicts; identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the work place and in the work team; lead change in the workplace. Produce data and analyze statistics for workplace operations in the department – Logbook. Deliver and monitor client service, Secure and allocate resources and a budget to achieve workplace objectives; maintain physical and electronic information records and use computers and/or equipment to achieve work team objectives.
- ENQUIRIES** : Prof MV Ngcelwane Tel No: (012) 354 2851
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 February 2021
- POST 02/80** : **MEDICAL OFFICER REF NO: SBAH 03/2021**
Directorate: Medical Oncology
- SALARY** : R821 205 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.
- DUTIES** : Ward rounds, Outpatients clinics, lectures. Must participate in Clinical Research.
- ENQUIRIES** : Dr RM Khanyile Tel No: (012) 354 1054
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 February 2021
- POST 02/81** : **DENTIST GRADE 1/2/3 REF NO: SMUDEN01/21**
Directorate: Orthodontics
- SALARY** : R797 109 - R1 089 693 per annum (all inclusive)
- CENTRE** : SMU Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Ortho. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
- DUTIES** : The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre and participate in programme for SMU Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Orthodontics. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research. Will be required to work after hours.
- ENQUIRIES** : Dr DM Gininda Tel No: (012) 521 4853
- APPLICATIONS** : Applications can be hand delivered to SMU Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
- FOR ATTENTION** : Ms PR Rangoato Tel No: (012) 521 4881
- 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 and HPCSA certificate (no copies of certified copies 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. 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. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. The Institution reserves the right to not to make any appointment. People with disabilities are encouraged to apply.

- CLOSING DATE** : 05 February 2021
- POST 02/82** : **REGISTRAR REF NO: LCOEC/ADMIN/02/2021**
- SALARY** : R733 257 per annum (Level 11)
CENTRE : LCOEC
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Administration Management or qualification. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Achieves act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.
- DUTIES** : Provide operational Strategic Leadership in the areas of Human Resources, Facilities Management, Information Technology, Procurement, Finance, Records Management, fleet management, and Employee wellness and student affairs. Also be responsible and accountable for the effective delivery Quality assurance of services in each of these areas. Ensure that the College Administration is managed in line with HPCSA Regulations. Ensure that all satellite training sites administration is completed in line with the main campus administration Policies and SOPS. Provide Administration support to the Principal and all other relevant stakeholders (SMU, EMS, HPCSA, GPG central office and NDoH: EMS). Coordinates and drives the preparation for the quarterly/annual reviews and audits of the Colleges operational and Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and Quality Assurance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Participation in College tender processes and service level agreement in relation to contract management and Student Affairs. Responsible for Information Technology and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College. Attend internal and external meetings as delegated by the college and EMS management.
- ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8000
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.
- CLOSING DATE** : 05 February 2021
- POST 02/83** : **ASSISTANT MANAGER NURSING (SPECIALTY): (PN-B4) REF NO: CHBAH 349 (X2 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R614 991 - R692 166 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/Diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognize experience after obtaining the 1 year post basic qualification in relevant speciality Midwifery and Neonatal Nursing Science (Advanced Midwifery). At

- least 3 years of the period referred to above must appropriate/recognisable experience at management level. Competencies: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. MS Word, Power Point. Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)
- ENQUIRIES APPLICATIONS** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 12 February 2021
- POST 02/84** : **ASSISTANT MANAGER NURSING: AREA REF NO: PWH/AMN/02/21**
Directorate: Nursing Department
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum (plus benefits)
: Pretoria West District Hospital
: Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e. Diploma/ Degree in Nursing as Professional Nurse. Diploma/ Degree in Nursing Management will be a requirement. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Council in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management level. Experience in managing Casualty or OPD will be an added advantage. Strong leadership, good communication and sound interpersonal Skills are necessary. Must be

		Computer literate. Service certificate from the previous employer/s are Compulsory.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and Comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and stakeholders (i.e. inter- Professional, inter – sectoral and multi – disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, Standards and procedures. Manage Human Resources, monitor and ensure Proper utilization of financial and physical resources. Maintain professional Growth / ethical standards and development of self – and subordinates. Will be responsible to ensure implementation of National Core Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NL Madiba Tel No: (012) 380 1206
	:	All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be 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 CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/85</u>	:	<u>OPERATIONAL MANAGER NURSING – PHC (PNB3) REF NO: SDHS/12/01/2021 (X6 POSTS)</u> Directorate: Sedibeng District Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 – R633 432 per annum plus benefits Sedibeng District Facilities
	:	A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of registration of current registration. A Post Basic Nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care or Midwifery and Neonatal Nursing Science) referred to in the glossary of terms. A minimum of nine (9) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period of referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. A degree and or diploma in Nursing Management/Administration will be an added advantage. A valid code 08/10 driver's license is essential and must be computer literate. Personal Profile: Excellent time management, organizational skills, communication skills, self-motivated and goal oriented. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care as directed by the professional growth/ethical standards and self-development. Take instruction as directed by the supervisor. Observe the Ethical and employee value preposition (EVP) standards in the health facility. Ensure implementation of departmental policies, protocols, guidelines and Standard Operating Procedures (SOP). Provide managerial skills to ensure compliance with Ideal clinic status determination and Norms and Standards. Sign performance contract on annual basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. D. Ramoloi Tel No: (016) 950 6002
	:	Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 05 February 2021

POST 02/86 : **OPERATIONAL MANAGER NURSING: CRITICAL CARE REF NO: SBAH 04/2021**
Directorate: Nursing: Medical ICU

SALARY CENTRE REQUIREMENTS : R562 800 per annum plus benefits (PN-B3)
: Steve Biko Academic Hospital
: Grade 12 Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Critical Care Nursing Science. A minimum of 9 years appropriate /recognizable experience in nursing registration as a professional Nurse with the South African Nursing Council In General Nursing. Diploma/ degree in Nursing Management will be added as an advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid driver's license.

DUTIES : Co-ordinate of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.

ENQUIRIES APPLICATIONS : Ms. AM Mowayo Tel No: (012) 354 1300
: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 05 February 2021

POST 02/87 : **OPERATIONAL MANAGER SPECIALTY NURSING: CRITICAL CARE REF NO: SBAH 07/2021**
Directorate: Nursing – Coronary ICU

SALARY CENTRE REQUIREMENTS : R562 800 per annum plus benefits (PN-B3)
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e Diploma/Degree in Nursing as a professional Nurse, plus a post basic qualification with duration of at least 1 year Diploma in Critical Care Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse With South African Nursing Council in General Nursing. Diploma/Degree in nursing management will be an added advantage. Service

		certificate are compulsory. At least 5 years of the period referred to the above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. Service certificate compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided with set standards and a professional legal frame work. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. The Gauteng Department of Health is guided by the principles of employment equity thereof all the appointments will be made in accordance with the employment equity target of the Department.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/88</u>	:	<u>OPERATIONAL MANAGER SPECIALTY: CRITICAL CARE REF NO: SBAH 06/2021</u> Directorate: Nursing – Neuro ICU
<u>SALARY</u>	:	R562 800 per annum plus benefits (PN-B3)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e Diploma/Degree in Nursing as a professional Nurse, plus a post basic qualification with duration of at least 1 year Diploma in Critical Care Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse With South African Nursing Council in General Nursing. Diploma/Degree in nursing management will be an added advantage. Service certificate are compulsory. At least 5 years of the period referred to the above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. Service certificate compulsory, South African Nursing Council annual practicing certificate. Valid driver's license.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided with set standards and a professional legal frame work. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of employment equity thereof all the appointments will be made in accordance with the employment equity target of the Department. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/89</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY): (PN-B3) REF NO: CHBAH 350 (X2 POSTS)</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R562 800 - R633 432 per annum
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality Midwifery and Neonatal Science (Advanced Midwifery). Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.
- ENQUIRIES** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 12 February 2021
- POST 02/90** : **OPERATIONAL MANAGER SPECIALTY (PNB3): OCCUPATIONAL HEALTH PRACTITIONER REF NO: CHBAH 351**
Directorate: Employee Wellness Program
- SALARY** : R562 800 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with SANC in Occupational Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience after obtaining the 1 year post basic qualification in Occupational Nursing Science. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Competencies/Knowledge/Skills: Leadership and Ward administration /management skills, Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills. Planning, organisation and demonstration of empathy and advocacy skills towards patients.

DUTIES

: Supervise and evaluate quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Designs medical surveillance programmes based on health risk assessment outcomes. Ensure a programme of health surveillance is done to determine workplace stressors and the impact on employees. Works collaboratively with other professional as a leader and member of the occupational health team. Assist the facility to meet objectives and targets in the operational plan. Ensure accurate recording and reporting of statistics all occupational related incidences. Participate in Hazard Risk Assessment Identification. Ensure there are procedures for incident investigation and reporting. Ensure medical management of all injuries of duty. Continuously liaise with stakeholders to ensure efficient occupational health care for all medical emergencies and specialist referrals to optimise health restoration. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Advocates for the awareness of employees in terms of workplace hazards and occupational stressors. Be active in research and self-development. Participate in Disaster Management planning, implementation and evaluation. Ensure compliance. Participate in decision making regarding operational and capital resources needed for the cost effectiveness of occupation and service delivery practices.

ENQUIRIES

APPLICATIONS

: Mr. V Adoons Tel No: (011) 933 8885
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was

advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 12 February 2021
- POST 02/91** : **OPERATIONAL MANAGER NURSING REF NO: TDH2021/01**
(Speciality-Advanced Midwifery and Neonatal Nursing Science)
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic diploma in Advanced Midwifery and Neonatal Nursing science with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212 and qualification in Nursing Administration. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. Strong leadership skills, good communication and sound interpersonal relationships are necessary. Demonstrate the required computer literacy to adequately manage information according to the requirement of the facility. Knowledge of PPIP software Manual. Understanding of National Core Standards, PFMA, Ideal Hospital Realization and Maintenance Framework, National Strategic Plan for Nursing Education, Training and Practice and other relevant legislative framework.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/legal framework. Provide comprehensive Mother, Women, Child and Neonatal Services. Conduct periodic audits and develop quality improvement plans. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure implementation and promotion of Quality Assurance (complaints and patient safety management), infection prevention and control and health and safety principles. Promote quality of nursing care as directed by the National Core Standards and Ideal Hospital Realization and Maintenance Framework. Coordinate and organize departmental quality improvement meetings (perinatal problems Identification Programme. Maternal morbidity).
- ENQUIRIES** : Mr T.F Budzwa Tel No: (012) 354- 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department
- CLOSING DATE** : 05 February 2021
- POST 02/92** : **DISTRICT MANAGER GRADE 2-GRADE3 REF NO: DM/01/2021**
Directorate: Directorate: Emergency Medical Services
- SALARY** : R536 109 - R833 529 per annum (plus benefits)
CENTRE : Sedibeng District
REQUIREMENTS : ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3- 5 years in managerial experience.
- DUTIES** : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted

services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management and control of repairs and maintenance in district fleet, in line with minimum operational strength. Co-ordinate and delegate sub-ordinates in major incidents for Emergency Medical Services and arrange training exercises with stakeholders if required. Compile regular statutory monthly reports with recommendations. Submission of Demand Plans in line with budgets per line item. Assisting management in Operational and infra-structure planning. Ensure key performance indicators are achieved and implement remedies for non-performance. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Co-ordination and management decisions in Gauteng Province when on standby. Ensure Sub-ordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the CPG 's as per their clinical qualification.

- ENQUIRIES** : Mr C R Errakiah Tel No: (011) 564 2053
- APPLICATIONS** : Service Department or on the website, which must be completed in full. Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za
- NOTE** : Application must be submitted on form Z83, obtainable from any Public NB Candidates will be asked to do a 10 minute presentation, on the Operations Management and Governance at District Level.
- CLOSING DATE** : 05 February 2021
- POST 02/93** : **LECTURE PND 2: QUALITY ASSURANCE REFS: LQA/01/2021 (X1 POST)**
Directorate: Nursing Education and Training
Re-Advertisement
- SALARY** : R471 333 - R614 991 per annum (plus benefits)
- CENTRE** : Bonalesedi Nursing Campus
- REQUIREMENTS** : PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse educator. Degree in Nursing Education and Nursing Administration. A qualification and/or experience in Quality Assurance will be an added advantage. Registered with the SANC as a General Nurse and Midwife. A code 8 Drivers' License. Proof of Computer literacy (Word, PowerPoint, and Excel).
- DUTIES** : Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.
- ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300
- APPLICATIONS** : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05 February 2021

POST 02/94 : **CHIEF PHYSIOTHERAPIST REF NO: JUB36/2020**
 Directorate: Allied

SALARY : R466 119 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Bsc Degree in Physiotherapy. Independent registration with HPCSA. Current/annual Registration with the HPCSA as a Physiotherapist. Three years working experience, excluding one year of community service. Computer literacy is highly recommended.

DUTIES : Plan and implement a cost effective sustainable physiotherapy service. Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist with supervision and training of assistants. Implement and manage the performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping, accurate statistics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meetings, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the head of department .Promote and retain good working relationship with referring facilities.

ENQUIRIES : Mr Madavha MP Tel No: (012) 717 9382
APPLICATIONS : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 08 February 2021

POST 02/95 : **CHIEF SPEECH THERAPIST REF NO: JUB37/2020**
 Directorate: Allied Management

SALARY : R466 119 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : A degree in Speech Therapy (ST), Audiology (Aud) or Speech Therapy and Audiology (STA) from recognized university. Registration certificate as an independent practitioner with the HPCSA. Current/annual proof of registration with the HPCSA. Minimum of three years appropriate/recognizable experience after community service .Excellent verbal and written communication skills and computer literacy as well as experience with tertiary-level speech therapy and/or audiology services (E.g. Electrophysiology, Ototoxicity monitoring, tracheostomy, laryngectomy, and video Fluoroscopy studies) will be added advantage.

DUTIES : Basic knowledge of the work processes and procedures in both Speech Therapy and Audiology (even single-qualified).Ability to provide high quality clinical speech and/or Audiology services that complies with norms and standards to both in and out patients. Promotion and marketing of Speech and Therapy and Audiology services and development of new services. Develop and implement monitoring and evaluation of services. Implement clinical protocols to adhere to NCS and related policies. Support the Allied Health Manager with managerial tasks which includes: coordinating both speech therapy and audiology services, development and implementation of clinical plans and quality assurance measures in the department and ensure that non-compliance is addressed. Supervision and monitoring the performance of both Speech and Audiology staff. Give input into budget planning, asset management, risk management and HR management .Represent the department in various meetings within the hospital and to relevant external stakeholders. Clinical involvement and training of students. Ability to work in a multidisciplinary team.

ENQUIRIES : Mr Madavha MP Tel No: (012) 717 9382

- APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 08 February 2021 Time: 13:00 PM
- POST 02/96** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: MEDICAL WARD REF NO: SBAH 08/2021**
Directorate: Nursing
Re-advertisement, it was previously advertised in Ref SBAH 51/2020 and those who have applied previously do not need to re-apply)
- SALARY** : R444 276 per annum plus benefits (PN-A5)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South Africa Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificate compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders' i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. The Gauteng Department of Health is guided by the principles of Employment Equity thereof all the appointment will be made in accordance with the Employment Equity target of the Department.
- CLOSING DATE** : 05 February 2021
- POST 02/97** : **OPERATIONAL MANAGER NURSING (GENERAL): (PN-A5) REF NO: CHBAH 352 (X2 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R444 276 - R500 031 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that Allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Minimum of 7 years appropriate/recognizable experience in Nursing after registration as a professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current

registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Knowledge of administrative policies and Guidelines.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 February 2021

POST 02/98 : **PROFESSIONAL NURSE SPECIALTY: PRIMARY HEALTH CARE REF NO: SBAH 05/2021**
Directorate: Clinical Nurse

SALARY : R383 226 per annum plus benefits (PN-B1)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Matric/Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least one year accredited with the SANC in terms of Government notice No R212 in Specialty. A minimum of 4 (Four) years appropriate /recognizable experience as Professional Nurse after registration with the SANC in General Nursing strong leadership, good communication and sound interpersonal skills are necessary. Verified of experience.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional /legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES APPLICATIONS** : Ms MA Mowayo Tel No: (012) 354 1300
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- CLOSING DATE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
05 February 2021
- POST 02/99** : **CLINICAL NURSE PRACTITIONER (INFECTION PREVENTION AND CONTROL NURSE REF NO: SDHS/13/01/2021 (X1 POST)**
Directorate: Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R383 226 – R444 276 per annum plus benefits
Sedibeng District Health Services
A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of registration of current registration. A Post Basic Nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care or Midwifery and Neonatal Nursing Science) referred to in the glossary of terms. A minimum of five (5) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least two (2) years of the period of referred to above must be appropriate/ recognizable experience or understanding of Nursing and OHS regulations, National Core Standards, Ideal Clinic Realization, policies and acts. Computer literacy and driver's license will be essential.
- DUTIES** : Develop clinical quality improvement programmes, policies and guidelines with regard to Infection Prevention and Control and Risk Management, promote compliance and implement safety standard programmes, support Quality Assurance initiatives through monitoring of implementation and adherence to National and Provincial Infection Prevention and Control policies and techniques. Collate monthly and quarterly reports from health establishments and consolidate into a comprehensive report for the Province. Monitor clinical quality through audits surveillance and research. Analyze data, establish and manage trends. Plans and facilitate, relevant trainings on Infection Prevention and Control and Risk Management. Liaise, advise and effectively communicate with relevant internal and external participate.
- ENQUIRIES APPLICATIONS** : Ms. D. Ramoloi Tel No: (016) 950 6002
Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 05 February 2021

- POST 02/100** : **ARTISAN CHIEF GRADE A REF NO: TDH2021/02**
Directorate: FMU
- SALARY** : R386 487 – R441 891 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Three year Diploma/Degree in Engineering (Mechanical or Electrical) and Building (Structural, civil or Construction) or equivalent, with 5 years' experience as an Artisan Foreman Project Management qualification. Training in OHS act, knowledge of legal compliance financial management, planning and monitoring, high level of accuracy, negotiating and co-ordinating skills presentation skills. Communication skills Health infrastructure including general machinery and equipment. Knowledge of other technical fields computer literate, Report writing skills, valid driver's licence.
- DUTIES** : Day to day maintenance management and quality assurance. Keep database of works order. Contracts and statistics Projects Management and reporting to relevant stakeholders. Ensure accurate specifications for minor renovations project. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Management of period's contracts and building audits. Horticulture, pest control and landscaping. Provide technical advice to end users, Monitor the standards of neatness in the garden and building. Ensure moving of equipment's, furniture's and redundant. Ensure daily removal of general medical waste and monitoring use of medical gases. Promote health and safety of staff. Promote health and safety of staff and use of protective clothing. Implement compliance requirements with Building regulations, OHS Act, IUSS and National Health Core Standard. FMU Budget control, stock control and monitor performance, attendance. Leave and punctuality of subordinates.
- ENQUIRIES** : Mrs Matube MW Tel No: (012) 354- 7604
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
- CLOSING DATE** : 05 February 2021
- POST 02/101** : **LECTURER PND 1/2 REF NO: LEC/01/2021 (X4 POSTS)**
Directorate: Nursing Services
- SALARY** : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : PND1: Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife and in Nursing Education. Minimum of 4 years appropriate/ recognizable nursing experience after registered as a professional Nurse. PND2: Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Education. Minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education after obtaining 1 year post basic qualification in Nursing Education. For both grades (the candidate must have: Good facilitation and presentation skills, have knowledge of the transformation in Nursing Education and the legal frameworks. Communication (verbal and written), organizational and problem-solving skills. Computer skills (Word, PowerPoint, Excel). Skill in application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Good research knowledge. Valid driver's license. Must be able to work under pressure.
- DUTIES** : Plan and conduct academic programs, employ a variety of teaching strategies to reach the required outcomes, ensure policy and clinical tool development, Implement PMDS for internal basic students. Participate in development, review and evaluate policies in nursing education. Implement clinical assessment strategies to determine learner competence in the clinical areas, record keeping as required. Participate in Work Integrated learning for the learners in all clinical areas accredited for the College. Must be prepared to travel to all areas utilized for experiential learning. Participate in Curriculum development. Have and implement a sound knowledge of all applicable current legislation continuing education in nursing education. Utilization of technology for teaching, evaluating, monitoring and management of the program.
- ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8336

<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za . Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
<u>NOTE</u>	:	Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/102</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: UPOHC/SPEC/0004/2021</u> Directorate: Nursing
<u>SALARY</u>	:	R383 226 – R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	A Degree/ Diploma in General Nursing. Recommendations: A Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in Nursing that allows registration with SANC as a Professional Nurse. A post basic nursing qualification with a duration of at least one (1) year, accredited with SANC in theatre specialty in terms of R212. Minimum of four (4) years' appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provide optimal holistic specialized nursing care with set standards. Able to plan and Organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a manager where necessary. Effective utilization of resources (human and material). Maintain environment that promote patients' rights and maintain the Batho Pele Principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Active participation in maintenance of Core Standards. Maintain professional growth.
<u>ENQUIRIES</u>	:	Mrs GE Khumalo Tel No: (012) 319 2644/2132
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5731.
<u>NOTE</u>	:	Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae current SANC certificate, and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/103</u>	:	<u>ASSISTANT DIRECTOR: HRM REF NO: JUB35/2020</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R376 596 - R443 601 per annum plus benefits
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), A Bachelor's Degree/National Diploma in HR Management /Public Management. A minimum of 3-5 years supervisory experience in Human resource environment. Proof of valid driver's license. Proof of computer literacy. Sound knowledge of Persal system supported by relevant Persal certificates. Proof of current or previous work experience in Human Resource. Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulation in HR Management. Sound communication, analytical, decision making and presentation and financial management skills a must. Good knowledge and understanding of Employee Performance Management and Development system, Labour Relation, Human Resource Development, Disciplinary Code and Grievance Procedures. Ability to work under pressure.

DUTIES : Supervise staff and manage day to day functioning of the Human Resource Department in the Hospital to ensure the rendering of high quality services. Develop a Human Resource Plan, Equity Plan and a skills development plan informed by a thorough training needs analysis. Manage Employees Health and wellness Programme in order to enhance employees' production, safety and morale. Manage the development, implementation and monitoring of a Human Resource Risk Management plan in order to mitigate and eliminate risk. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage Labour Relations matters to ensure effective employment relations. Ensure effective, efficient and economical utilization of resource allocated to the institution including.

ENQUIRIES APPLICATIONS : Dr Olebogeng Modise Tel No: (012) 717 9336
Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital.

CLOSING DATE : 08 February 2021

POST 02/104 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: TDH2021/03**
Directorate: Patient Affairs and Logistics

SALARY : R376 596 – R443 601 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 or equivalent plus 10 years' experience in Patient affairs and 5 years must be on supervisory level. National Diploma/Degree in Public Management/Administration or equivalent with 3 years supervisory level experience in patient affairs. Experience in People management. Management and Leadership skills. Ability to interpret and implement the Policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and communication skills. Knowledge and understanding of patient Affairs prescripts. Knowledge and understanding of legislative framework governing the Public service including: Public Service Regulations. Public Finance Management Act. Skills Development Act. Problem solving skills, listening skills, interpersonal skills and good communication skills. Plan and organizing skills. Must be computer literate.

DUTIES : Responsible for implementation and compilation of the sections operational plans, strategic plans, and quarterly reviews. Ensure proper records keeping through proper interpretation of records management policy. Ensure that systems are in place for the management of PAIA requests. Interpretation and implementation of all mortuary prescript and related guidelines. Ensure that systems are in place to maximise the institution revenue collection. Ensure proper application of Labour Relations Act and Code of Conduct. Ensure submission of accurate and reliable data to senior management. Ensure National Health Core Standard compliance. Stock control of cleaning materials. Monitor performance of subordinates. Monitor subordinates attendance registers and absenteeism. Ensure proper administration of staff and visitors parking. Understanding of transport Prescripts and Policies.

ENQUIRIES APPLICATIONS : Dr Nkusi SS Tel No: (012) 354- 7653
All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department

CLOSING DATE : 05 February 2021

POST 02/105 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: LCOEC/ADMIN/05/2020**

SALARY : R376 596 – R443 601 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : Grade 12 with 10 years' experience or. An appropriate tertiary qualification i.e. certificate, higher certificate, diploma or Degree in either Human Resources Management, Public Administration, Finance or Supply Chain Management with at least 5- 10 years' work experience in Management. Sound knowledge and practice of the public service policies, legislation and prescripts including

systems and procedures. 5 – 10 years' experience in institutional Administration, Student Affairs, Human Resource, Facility Management, Fleet Management, ICT, Finance and Supply Chain Management. Must have functioned as a multidisciplinary team leader and must have advanced Project Management certification. Valid code 08 driver's license is essential. Good interpersonal, report writing and communication skills is essential.

DUTIES : Plan, organise and control all activities of the support staff at the College. Overall management of Administration system i.e. Develop and establish efficient and effective Administration systems. Manage, support and supervise, Human Resource, ICT, Facility Management Unit, Fleet Management, Finance and Supply Chain Management effectively and efficiently. Implement internal controls and procedures in line with PFMA, PPPFMA, HR delegations, LRA, PSA. Management, supervision, development and motivation of staff. Manage and control all Student Affairs of the College. Liaise with stakeholders regarding Student Affairs. Prepare reports on Student Affairs administration issues and statistics. Administrative discipline and implement grievance Procedures, PMDS, Training and Development. Applying and interpretation of HR, SCM, Finance, ICT and Administration procedures and prescripts. Prepare reports on Human Resource Administration issues and statistics. Knowledge of HPCSA Regulations and Policies pertaining to Emergency Medical Care Training. Drafting and Implementing of All sections Policies. Manage and provide advice to College Management with regard to Facility Maintenance and Security Management. Providing advice and support to Management regarding to SCM, ICT, Finance, HR and Administration. Panel member on several Committees. Budget Management, Risk Management. Assisting and answering of Audit queries. Monthly verification of Reconciliations. Assisting with any other duties determined by College Management.

ENQUIRIES APPLICATIONS : Ms B Ramatsetse Tel No: (012) 356 8098
: must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or PO Box 26876, Gezina 0031.

CLOSING DATE : 05 February 2021

POST 02/106 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: UPOHC/ HRM/0005/2021**
Directorate: Administration

SALARY : R376 596 – R454 920 per annum (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A National Diploma/ Degree in Human Resource Management or Public Management Administration, with a minimum of Five (5) years' experience in Human Resource Management on a supervisory level or Senior Certificate (Grade 12 or equivalent qualification) with ten (10) years' experience in HR management at supervisory level. Computer literacy (MS Word, MS Excel and PowerPoint). Knowledge of the Public Service Act, Finance Management Act and Other Legislative Prescripts that govern Human Resource Management. Knowledge of and experience in Human Resource Administration processes, including Persal System. Good communication skills (verbal and written). Ability to work under pressure. Recommendation Knowledge of Workplace Skills Plan and Labour Relations will be an added advantage.

DUTIES : Manage and render effective personnel administration, salary administration, recruitment and selection, appointments, promotions, transfers, housing allowance, leave management, pillar, Long Service Recognition, overtime, verification of qualifications, secretarial functions at interviews, terminations of service and PMDS, (Performance Management Development). Manage and administer all conditions of service practices by providing guidance to subordinates to ensure compliance with Human Resource Legislative Framework and Prescripts. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of Human Resource Management Service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resource in the department to contribute to the rendering of Professional Human Resource Management Service. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Provide training and support in the Unit.

ENQUIRIES APPLICATIONS : Ms DJ Malebo Tel No: (012) 301 5731
: Quoting the relevant reference number. Direct applications to Ms L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road,

Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5731.

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

CLOSING DATE : 05 February 2021

POST 02/107 : **MIDDLE MANAGER REF NO: CHBAH 354 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R376 596 – R454 920 per annum (Level 09)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Logistic Management, Public Sector Supply Chain Management, Financial Management, Cost and Management Accounting and Business Management with at least 5 years relevant experience in Supply Chain Management of which 5 years must be at a supervisory level. Knowledge of government Supply Chain Management Policies and Procedures. Knowledge of the PFMA and National Treasury Regulations and all other SCM prescripts. Knowledge and Experience of Procure to pay system. Knowledge of SRM, SAP and BAS systems. Knowledge and experience in Public Sector procurement processes, rules and regulations. Computer competency in MS Office package (Ms Word, Ms Excel Ms Power Point and Microsoft outlook). Knowledge and experience Health (hospital) environment background will be an added advantage. A valid driver's license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker. The candidate must have good conflict management skills.

DUTIES : Manage and Monitor the procure to pay team. Ensure that all transactions are cleared on the web-cycles. Ensure that invoices are captured timeously without any delay and adhere to 30 days' payment period. Assist suppliers on the process of e-invoicing. Facilitate and coordinate the training of employees on SAP, SRM and BAS system. Compile and submit weekly, Monthly, and Quarterly. Assist management during Audit. Provide supervision and sign up performance contracts of the subordinates on annual basis. Perform other duties as allocated by the manager. Be willing to undergo continuous training and development programs. Attending 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 sub ordinates.

ENQUIRIES : Ms TTT Ravele Tel No: (011) 933 0537
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification,

qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 12 February 2021
- POST 02/108** : **STATE ACCOUNTANT REF NO: KOP 05/2021 (X1 POST)**
Directorate: Finance Department
- SALARY** : R257 508 per annum
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a five years relevant experience or National Diploma / Degree in Financial Management / Accounting / Internal Auditing or Cost Management with a minimum of three years relevant experience in a financial knowledge of PFMA, Treasury Regulation and relevant finance policies, prescripts, protocols and guidelines. In depth knowledge of Basic Accounting Transversal System such as BAS, SAP and SRM, etc.
- DUTIES** : Ensure reconciliation of Stand-alone / Transversal Systems (BAS / SAP / PERSAL / MEDSAS and PAAB) including reconciliation of Suppliers and Petty Cash are performed on a monthly basis. Ensure that payment of Goods and Services, Transfers, Machinery & Equipment and Reporting are efficiently and effectively performed. Facilitate payment of service providers within the required time frame. Process journals for misallocations, departmental and interdepartmental claims. Optimize revenue collection and effective debt management. Maintain ethical and procedural conduct.
- ENQUIRIES** : Ms Mokoena S Tel No: (016) 428 7113
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months, must be e mailed, quoting the name of the post & the relevant reference number to: Recruitment.Kopanong@gauteng.gov.za People with disabilities are encouraged to apply.
- NOTE** : Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three Months please consider your application unsuccessful.
- CLOSING DATE** : 05 February 2021
- POST 02/109** : **INFORMATION TECHNOLOGY REF NO: PWH/IT/01/21**
Directorate: IT Department
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : National IT Diploma (3 Years) / IT Degree plus 3 years IT experience / Any IT Diploma plus MCSE / N+ plus A+ plus MCSE plus 5 years' experience or 10 years' experience with grade 12 and experience in desktop support environment.
- DUTIES** : First line support to facility. Desktop and hardware support. Installation and support of all Microsoft and other products. Installation, configuration and maintenance of Operating systems. End- User/ Customer support. Maintain and manage the network infrastructure. Setting up of printing and peripheral devices. Problem resolution. Set up and manage call logging system. Anti-Virus management at desktop level. Set up and maintain user e-mail accounts. Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors, ensure that these are prepared and ready to be used. Liaise with external suppliers for the repair of equipment under warranty or maintenance contract. Periodic auditing of IT equipment at facilities. Standby support 24 X 7. Create and Maintain Users on the Active Directory, Support Network devices and infrastructure, Support user application such as BAS, PERSAL, SRM, SAP, etc. Knowledge of Patient Systems will be added advantage, Support telephone system (VOIP/Analogue).
- ENQUIRIES** : Mr. K Moloto Tel No: (012) 451 9062

- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be 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 CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 05 February 2021
- POST 02/110** : **ADMIN OFFICER: HUMAN RESOURCE SUPERVISOR REF NO: SDHS/14/01/2021 (X1 POST)**
Directorate: Human Resource
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum plus benefits
: Sedibeng District Health Services
: Grade 12 with minimum 5 -10 years relevant experience as HR generalist or National Diploma/degree in HR with minimum 3 – 5 years' experience as HR generalist. Extensive knowledge of staff establishment & HR Information Management. Knowledge and experience of PERSAL system, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential (MS Office specifically Excel). Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skills, planning and organizing skills, problem solving, communication skills, Human and financial management. Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.
- DUTIES** : Manage, control and maintain Staff establishment and HR Information. Coordinate the institutional Human Resources plan in line with the allocated budget. Ensure that post filling plan is complied with. Do costing of posts. Request, analyse, manipulate and Manage Persal reports and distribute to relevant stake holders. Maintenance of staff establishment on HRM database. Develop Standard Operating Procedures in areas of responsibility. Management of payroll for the entire District. Do BAS/PERSAL reconciliation. Ensure there's proper records management. Work with other HR supervisors on general functions. Supervise Human Resource practitioners on all HR related functions. Ensure compliance to HR prescripts. Ensure accurate information is provided to customers including stake holders in relation to HR Information. Ensure compliance to translations/gradings. Compile monthly HR delegation, PILIR, retirements, appointment, terminations, Employment Equity, and other critical Human Resource reports. Backup all HR reports.
- ENQUIRIES APPLICATIONS** : Mr. J. Kubheka Tel No: (016) 950 6000
: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/ fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 05 February 2021

- POST 02/111** : **HRD OFFICER REF NO: HRDO/01/2021 (X1 POST)**
 Directorate: Human Resource Management
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : Degree/Diploma in Human Resource Development/Management with 3 or more years relevant experience in Training and Development Directorate or Grade 12 with 5 or more years' relevant experience in Training and Development Directorate. Knowledge of the Public Service Act and Regulations, Skills Act, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS, PMDS etc. Presentation and Facilitation skills. Must be able to work independently, report writing skills, communication skills (written and verbal). PERSAL Certificate. Computer literate. Valid drivers license.
- DUTIES** : Ensure training and development compliance is adhered to as well as the incorporation of all relevant prescripts. Develop and implement workplace skills plan in line with Skills Development Act. Ensure that incorporation in terms of the Sector skills plans into the organizational skills plans are properly executed. Identify training needs and formulate training programs for the organization. Compile training databases. Facilitate needs directed courses/seminars/workshop Conduct induction and orientation programs. Implementation of PMDS. Advise management and staff on PMDS issues. Capturing of PMDS on Persal system. Facilitate performance evaluation and induction of new employees. Monitor Performance Management and Development Systems in line with PMDS Policy. Facilitate Implementation of Employment Equity. Assist with other Human Resource Administration duties. Compile monthly, quarterly and yearly reports. Co-ordinate bursaries. Facilitate and Co-ordinate Learner-ships/In-Service training and internship Programs.
- ENQUIRIES** : Mr. S. Gopane Tel No: (011) 696 8308/8300
APPLICATIONS : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 05 February 2021
- CLOSING DATE** : 05 February 2021
- POST 02/112** : **LABOUR RELATIONS OFFICER REF NO: LRO/01/2021 (X1 POST)**
 Directorate: Labour Relations Management
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : Degree/ Diploma in Labour Relations or Human Resource Management with 3 or more years experience in Labour Relations or a Grade 12 with 5 or more years experience in Labour Relations. Ability to write reports. Good verbal communication and interpersonal skills. Be able to work independently. Experience in the investigation of misconduct cases and handling of grievances. knowledge of all Labour Relations Legislation (LRA, BCEA, Public Service Act, Grievance Procedure, Disciplinary Code and Procedures for the Public Service.) Presentation skills, negotiation skills, problem solving skills, conflict management skills, interpersonal skills, analytical thinking ability, ability to compile complex reports. Computer literate. Must have a valid driver's license.
- DUTIES** : Co-ordinate and facilitate grievance resolutions. Investigate and handle misconduct cases. Participate in development, implementation and reviewal of labour relations policies and procedures. Rendering Labour Relations advisory services to management and staff. Train and support campus staff on labour relations issues. Contribute in the promotion of labour peace in the campus. Keep proper records of labour relations documents. Represent the college in disciplinary cases. Participate in the Department of Health Gauteng labour relations Forum. Assist in mmanaging the absenteeism in the work place. Ensure all disciplinary outcomes are implemented and captured on persal. Assist with Human Resource functions.
- ENQUIRIES** : Mr. S. Gopane Tel No: (011) 696 8308/8300

- APPLICATIONS** : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05 February 2021
- POST 02/113** : **ADMINISTRATION OFFICER: STUDENT ACCOMMODATION REF NO: AOSA /01/2021 (X1 POST)**
Directorate: Accommodation services
Re-Advertisement
- SALARY** : R257 508 – R303 339.per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : Degree/National Diploma in Public Management/Administration or Equivalent qualification in an administration field with two (2) or more years relevant experience as a housekeeper in an accommodation service or a Grade 12 with five (5) or more years relevant experience as a housekeeper in an accommodation service.Computer Literacy. Problem solving skills. Good communication skills (written and verbal). Report writing skills. The incumbent must be willing to work shifts and under pressure. Strong leadership skills. Ability to work in a team. A valid drivers license will be advantageous.
- DUTIES** : Management of staff. Ordering and monitoring department stock/ material. Liaise with stakeholders regarding accommodation and housekeeping. Report writing. Evaluation of staff members. Update accommodation policies monthly. Record keeping. Distribution of documents. Manage allocation of accommodation. Doing inspection in residents. Attend to maintenance needs. Develop procedures. Operational planning and review process in line with strategic control in the department. Manage leaves and roosters, do record keeping and handle queries. Perform any other task delegated duties by supervisor.
- ENQUIRIES** : Mr. S. Gopane Tel No: (011) 696 8308/8300
APPLICATIONS : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05.February 2021
- POST 02/114** : **ADMINISTRATION OFFICER REF NO: CHBAH 355 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R257 508 – R303 339 per annum (Level 07)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Matric / Grade 12 certificate. 3 - 5 years' experience in Acquisition, Demand Management, Warehouse administration and Assets administration processes. Computer competency skills (Ms Word, Ms Excel, Ms Power Point and Microsoft outlook). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. 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 difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.

DUTIES : Monitoring and supervision of Demand Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Serve as a member of Bid specification committee. Manage the Demand management process effectively, including but not limited to-needs assessment, categorization of commodities, market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyse Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Attend to end -users' queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate Supply Chain Management. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr. P. D Motaung Tel No: (011) 933 0534
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 February 2021

POST 02/115 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CHBAH 356 (X5 POSTS)**
Directorate: Employee Wellness Program

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : A Bachelor's Degree / National Diploma in Occupational Health and Safety or equivalent NQF level 6 qualification with 360 credits in Environmental Health / Safety Management qualification in Occupational. At least 2 – 5 years'

experience in Occupational Health and Safety setting in Private or Public Sector. NOSA registration. A valid driver's licence and Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan. Knowledge of the Occupational Health and Safety Act 85 of 1993. Knowledge of Basic Conditions of Employment Act 75 of 1997; Directive on the determination of Leave of Absence in the Public Service 2009 as amended; Compensation of Occupational Disease Act 130 of 1993; Employee Health Wellness Framework 2008 as well as HIV & AIDS and STI National Health Strategic plan 2012 – 2016. Knowledge of Labour relations Act 103 of 1994; Ottawa charter for Health promotion 21 of 1986 and Minimum Information and Security Standards (MISS). Quality assurance, National Core Standards, Health and Safety and Infection Control principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Provide a Comprehensive Occupational Health and Safety Services as required by OHS Act no 85 of 1993, COID Act no. 130 of 1993. Coordinate safety, health, environment, risk and quality training. Ensure that all staff have access to (SHERQ policies and conduct health safety (Inspection). Coordinate the establishment of and functioning of the Safety Committees. Ensure and maintain proper record keeping. Collaborate with other areas of specialisation within the department to ensure departmental programmes are aligned with the relevant legislation. Implement and monitor adherence to National Core/ Ideal Hospital and other Health standards and norms. Submission of weekly reports on risks and interventions on the allocated Functional Business Unit. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATIONS : Mr. V Adoons Tel No: (011) 933 8885
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance be as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 12 February 2021

POST 02/116 : **ADMINISTRATION CLERK (TRANSPORT) REF NO: LEBO-ADMIN/01/2021**

SALARY CENTRE : R173 703 per annum (plus benefits)
 : Lebone College of Emergency Care, Arcadia, Pretoria

- REQUIREMENTS** : Grade 12 with 1-2 years Administration and Transport experience. Computer literacy (MS Word, Excel, Outlook etc). Good inter personal communication skills (written and verbal). Must be able to work under pressure, Prioritize workload and have administration skills. Valid code C1 driver's license with PDP.
- DUTIES** : General Administration: typing of submissions, letters regarding traffic offences, Reporting of accidents/loss/damages, Daily issuing and filling of trip authorities per vehicle, Vehicle inspections to be done daily/weekly/monthly, Vehicle checklist to be completed prior and after every trip, Logbooks to be closed monthly, Ensuring vehicles are operational, Booking and taking vehicles to services/maintenance/repairs as required Roadworthy (COF), licensing, accidents, fuel/ maintenance cards, All transport related duties and instructions given to ensure the Transport section is operational, registrations as the representative for College fleet with the Licensing Department, Responsible for collecting and delivery of College related documents/files to and from Head office/stakeholder as required including traffic offence from the Post office.
- ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8098
- APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina 0031.
- CLOSING DATE** : 05 February 2021
- POST 02/117** : **MATERIAL RECORDING CLERK REF NO: CHBAH 357 (X3 POSTS)**
Directorate: Supply Chain Management
- SALARY** : R173 703 – R204 612 per annum (Level 05)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Matric / Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms Power Point and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Ability to work under pressure. Excellent interpersonal 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 plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Labour Relations processes. Comply with the rotation roster in various SCM- Sub Business Units.
- DUTIES** : Request quotation from vendors. Compile documents for vetting Committee. Capture requisition on SAP system. Make follow up with Health Processing Centre to create purchase order numbers on processed requisitions. Bar-coding of assets. Conducting assets verification. Filing of all documents for audit purpose. Attend to end users queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock to end-users. Capturing of goods received voucher, processing web cycles and liaising with suppliers. Ensure that all regulations, delegations and policies are adhered to. Compile weekly and monthly reports and submit to the supervisor. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms Susan Taljaard Tel No: (011) 933 8796
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct

verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 12 February 2021
- POST 02/118** : **MATERIAL RECORDING CLERK REF NO: SBAH 09/2021**
Directorate: Supply Chain Management
- SALARY** : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. 2 years of experience in Supply Chain Management or related, procedures and policies. An applicable 3 year tertiary Degree/Diploma will be an added advantage. Proven computer literacy in MS Office package (MS word, MS Excel and MS Outlook), Data management skills and filing skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid driver's license.
- DUTIES** : Perform administration duties with regards to Supply Chain Management services including ware house management. Completion of SAP related forms. Capturing of data, capture data on the SAP/SRM systems. Receiving and issuing of stock and equipment, asset management, warehouse management and stocktaking.
- ENQUIRIES** : Mr. D Moraswi Tel No: (012) 354 5159
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 February 2021
- POST 02/119** : **ENROLLED NURSING ASSISTANT REF NO: TDH2021/04 (X1 POST)**
Directorate: Nursing
- SALARY** : R171 381 – R242 166 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Qualifications that allows registration with SANC as Staff Nurse. Current registration with SANC as Staff Nurse. Grade 1: Minimum of 2years appropriate experience after registration as Staff Nurse. Competencies/knowledge: knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing and ability to function as part of a team. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.
- DUTIES** : Measure, interpret and record vital signs. Give Health Education to patients. Assist Professional Nurse with procedures. Provide elementary Nursing service under the supervision of a Professional Nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor/Manager. Work with other stakeholders and be an advocate for the patient.
- ENQUIRIES** : Mr Budzwa TF Tel No: (012) 354- 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department
- CLOSING DATE** : 05 February 2021

- POST 02/120** : **PORTER SUPERVISOR REF NO: TRH 01 /2021**
 Directorate: Admin/Support
 Re-Advert Candidates who previously applied are encouraged to re-apply
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 Certificate with 3 years experience as a Porter or Grade 10 with more than 5 years experience as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be physically fit to handle repetitive work.
- DUTIES** : Supervision of Porter services which includes duty scheduling, leave planning and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of portering services. Compile statistics for portering services, placing orders for uniforms and also ensure that all porters wear it. Monitor and ensure that oxygen gas cylinders are replaced as needed. Deal with all Porters issues that needs attention. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e. leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with the national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.
- ENQUIRIES** : Mr G Nkosi Tel. No: (012) 354 – 6735
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.
- CLOSING DATE** : 05 February 2021
- POST 02/121** : **PHARMACY MESSENGERS REF NO: SBAH 10/2021**
 Directorate: Pharmacy
- SALARY** : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or NQF 2. Basic literacy skills (read and write). Basic communication skills. Good interpersonal skills. Basic record keeping skills. Time management and team work.
- DUTIES** : Collection of files from the wards and other units to the pharmacy according to a schedule and when request. Delivery of stock to the wards which includes wards stock, vacuities and medicine packets according to a schedule and when requested. Keeping records of the files collected and stock delivered. Moving of boxes with stock within the pharmacy.
- ENQUIRIES** : Ms. L Deysel Tel No: (012) 354 5159
APPLICATIONS : To Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications 05 February 2021

CLOSING DATE : 05 February 2021

POST 02/122 : **STORES ASSISTANT REF NO: SCM/01/CMJAH/2021**
Directorate: Supply Chain Management

SALARY : R102 534.per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of stores assistant working environment and elementary duties such as: Stores, document tracking, storage and retrieval, planning and organising. Skills. Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12. Ability to physically move and distribute inventory (consumables/ assets) and heavy lifting of goods.

DUTIES : Ensure proper distribution of stock from warehouse (s) to various departments in the hospital as per requests. Moving of assets (redundant or obsolete and or new) in and out of the wards/ offices as required. Assist with stock take and verification of inventory in the hospital and investigation of discrepancies identified. Housekeeping and packing of storerooms as per Inventory Management SOP's and other regulations. Manage and ensure proper receiving, storage and distribution for Afrox cylinders, Liquid solutions and other consumables for patients into the wards. Handling and resolving of Queries forwarded to the department. Delivery of medical equipment's to relevant wards. Ensure all scrapped and condemned assets are placed in one central place for condemning procedure. Records keeping and filling of relevant documents involved in the process.

ENQUIRIES : Mr. L. Mpya Tel No: (011) 488 3751
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, white males and Females are encouraged to apply.

CLOSING DATE : 05 February 2021

POST 02/123 : **MESSANGER REF NO: LOGMES/01/CMJAH/2021**
Directorate: Logistics Management

SALARY : R102 534.per annum plus benefits
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of working environment and elementary duties such as: courier services, document tracking, safety, planning and organising. Skills: Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12 with 2 years relevant experience. Knowledge about Batho Pele Principles.

- DUTIES** : Provides a 24 hours support service to the Hospital, Collecting TTo's from wards to Pharmacy. Collecting ward stock boxes from the ward to Pharmacy. Collecting drug books, JH paper to Pharmacy and deliver to the wards. Collecting blood from Blood Bank to wards. Collect medical files when requested. Collection of specimen from the wards to the blood bank. Collection of VA 2 forms from the wards to the stores department. Safe keeping of trolleys. Delivery of files within the hospital and externally.
- ENQUIRIES** : Ms. M. Rasenyalo Tel No: (011) 488 3757
- APPLICATIONS** : Should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, White Males and Females are encouraged to apply.
- CLOSING DATE** : 05 February 2021

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

<u>POST 02/124</u>	:	<u>HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 01/21</u> Component –Obstetrics and Gynaecology Re-Advertisement
<u>SALARY</u>	:	R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Greys Hospital
<u>REQUIREMENTS</u>	:	A tertiary qualification (MBCHB);A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and 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. Those candidates who previously applied for the post must re-apply. Recommendations: Experience as a Head Clinical Unit 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.
<u>DUTIES</u>	:	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
APPLICATIONS**

: Dr KB Bilenge Tel No: (033) – 8973321
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: Mrs. M. Chandulal
 : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience 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 01/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post evaluated by the South Africans qualifications authority (SAQA) and to provide proof of such qualification on application. Failure to comply will result in the application not being considered. Please note that candidates will not be reimbursed for S&T claims for attending interviews this department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department).

CLOSING DATE

: 05 February 2020

POST 02/125

: **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE1 REF NO: GS 02/21**
 Component: Orthopaedics
 Re-Advertisement

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); A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and 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. Those candidates who previously applied for the post must re-apply. Recommendations Experience as a Head Clinical Unit 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, EPMDS, 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

APPLICATIONS

FOR ATTENTION

NOTE

: Dr KB Bilenge Tel No: (033) – 8973321
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
 : Mrs. M. Chandulal
 : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience 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 02/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post evaluated by the South Africans qualifications authority (SAQA) and to provide proof of such qualification on application. Failure to comply will result in the application not being considered. Please note that candidates will not be reimbursed for S&T claims for attending interviews this department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department)

- CLOSING DATE** : 05 February 2020
- POST 02/126** : **MEDICAL SPECIALIST (GRADE 1, 2 AND 3) REF NO: GS 67/20 (X2 POSTS)**
Component –Ophthalmology
- SALARY** : Grade 1: R1 106 040 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
Grade 2: R1 264 623 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
Grade 3: R1 467 651 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: MBChB or equivalent, Specialist qualification in Ophthalmology or equivalent specialist qualifications. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. 1X post for general ophthalmology and 1X post for an ophthalmologist with experience in retinal surgery **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, skills, Experience and Competencies Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.
- DUTIES** : Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Effective administration and governance of projects to improve the service. Development of skills in the department with regards to research and instruction.
- ENQUIRIES APPLICATIONS** : Dr C Kruse Tel No: (033) 8973345
: To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: 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.hr endorsed certificate of service/work experience c) Curriculum Vitae

and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 67/20. 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. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. African Males are encouraged to apply.

- CLOSING DATE** : 05 February 2021
- POST 02/127** : **MEDICAL SPECIALIST REF NO: EPH 02/2021**
Cluster: KZN Department of Health
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)
Grade 2: R1 264 623 – R1 342 230 per annum ((all-inclusive package + Commuted Overtime & 12% Inhospitable Allowance)
Grade 3: R1 467 651 - R1 834 890 per annum (all-inclusive Package + commuted Overtime & 12% Inhospitable Allowance)
- CENTRE REQUIREMENTS** : Ekuhlengeni Psychiatric Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB Degree plus current and initial registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (1) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Senior Certificate or equivalent qualification, appropriate qualification in the health science –MBCHB plus 5years experience current registration with the HPCSA as Medical Specialist in the Psychiatric Specialty Foreign candidates require (6) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service) **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the health science – MBCHB plus 10 years' experience current registration with the HPCSA, as Medical Specialist in the Psychiatric Specialty Foreign candidates require (11) year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council of whom it is not required to perform Community Service. Proof of experience endorsed and stamped by Human Resources (Certificate of service) Community Service experience is excluded Registration with HPCSA as a Medical Specialist (attach proof) Certificate of service must be attached Current registration with council must be attached Matric certificate must be attached Excludes a Public Service commuted overtime which may be payable subject to relevant approval Non-South African Applicants –Valid Work Permit in Conformance with HR Circulars 49/2008 obtainable from Government Department. Knowledge, Skill, Training & Competencies Required Grade 1, 2 OR 3 Knowledge of current health and services registration, regulation and policy including Medical ethics, epidemiology and statistics Good communication and leadership skills Decision making and clinical competency skills and knowledge essential Sound knowledge of procedures and protocols in psychiatric set up Sound knowledge of psychological, emotional and behavioural disorder Participate in on call roster Possess sound knowledge of Human resource Management Information management and quality assurance programs Have the ability to evaluate technologies and decide on the cost effective implementation thereof Ability and experience in teaching, research and administration. Key Performance Areas Render Psychiatric services in the hospital Ensure adherence to Professional Medical Standards Supervise and provide training to other Medical Officers, Interns and Nurses Coordinate Multi-disciplinary team Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is

maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these Develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care Coordinate and support the mental outreach programme Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.

**ENQUIRIES
APPLICATIONS**

: Ms. N.S. Padayachee Tel No: (031) – 9054 777/6/5
: 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
NOTE**

: Ms. GP. Cele
: 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. First Preference Will Be Given African Female.

CLOSING DATE

: 05 February 2021

POST 02/128

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 68/20**
Component: Internal Medicine

SALARY

: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg Complex
: MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Knowledge, Skills, Training and

Competency Required: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES

: Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health Facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and Operational protocol development; Quality improvement – assists and participates in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity Analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to Meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

ENQUIRIES

: Dr K Rasmussen Tel No: (033) – 897 3289

APPLICATIONS

: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION

: Mrs. M. Chandulal

NOTE

: Directions to candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience 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 55/20. Lease 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 It is the applicant’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans 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

: 05 February 2021

POST 02/129

: **OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE REF NO: OM SIV01/2021 (X1 POST)**

Component: Sivananda PHC Clinic

SALARY

: R562 800 - R633 423 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Home Owner allowance (Employee must meet prescribed requirements)

CENTRE

: Inanda Community Health Centre

REQUIREMENTS

: Senior certificate/Grade 12Basic R425 qualification i.e. Diploma /Degree in General Nursing & Midwifery, Registration with South African Nursing Council as a Professional Nurse (PHC).One year post basic Diploma in PHC Care accredited with the South African Nursing Council. Experience: minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council, in General

Nursing. At least 5 years of the period above must be recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous employers is compulsory, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Attributes and Abilities Financial management, leadership, Organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills Human Resource Management and Labour relations Act. Knowledge of public service acts, regulations and policies. Knowledge and experience in implementation of Batho Pele principle's, patient's right charter and code of conduct. Knowledge of SANC rules and regulations.

DUTIES : Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes using the standardized prescribed audit tools and ensures QIP's are developed and monitored. Ensure implementation of operational imperatives set by the District as per health policies and programmes. Ensure appropriate implementation of Batho Pele principles and proper complaint's management. Demonstrate a basic understanding of HR and financial policies and practices. Maintain inter-sectoral collaboration with other government structures through operation Sukuma Sakhe activities. Ensure that quality standards are implemented (norms and standards and ideal clinic realization). Work as part of multidisciplinary team to ensure good nursing standard. Demonstrate effective communication with patients, community and multidisciplinary team. Provide direct and indirect supervision of all staff within the institution. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure implementation of ethical and professional standards.

ENQUIRIES : Mr. CM Ngubane Tel No: (031) 5190455
APPLICATIONS : All application must be addressed to the Human Resource Manager and should be dropped at Inanda "C" CHC, C135 Umshado Road, Inanda 4309 or posted to Private bag X 04, Phoenix, 4080.

NOTE : Directions to candidate: Application for Employment form (Z83) which is obtainable at any Government department or from website- www.kznhealth.gov.za. Updated Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications, ID and current SANC receipt – not copies of certified copies (Certification must be within six months). Certified copies of certificate of service endorsed by HR/Service record from persal system. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. OM SIV01/2021 NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. African Males are encouraged to apply. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and previous experience verifications. Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please note that due to financial constrains no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.

CLOSING DATE : 05 February 2021

POST 02/130 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 01/2021 (X1 POST)**

SALARY : Grade 1: R562 800 – R633 432 per annum. Other Benefits 13th Cheque/ Service Bonus Medical Aid: Optional Housing allowance: Prescribed requirements to be met Inhospitable Allowance: 8%.

CENTRE : Emfundweni Clinic
REQUIREMENTS : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in

General Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training And Competencies Required For The Post Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a professional /legal framework. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Ensure effective utilisation of human resources; material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary care.

ENQUIRIES : Mrs M Ntseki Tel No: (034) 621 6119
APPLICATIONS : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

FOR ATTENTION : Mrs DBP Buthelezi
NOTE : Applications must be submitted on the prescribed application for employment form (z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification must attach an evaluation certificate from the South African qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to African Male.
CLOSING DATE : 05 February 2021

POST 02/131 : **OPERATIONAL MANAGER (SPECIALTY ADVANCED MIDWIFERY) REF NO: OM 01/OSI/2021 (X1 POST)**
 Component: Osindisweni District Hospital – Labour Unit

SALARY : Grade 1: R562 800 per annum. Other Benefits: 8% of basic salary Rural Allowances, (13th Cheque), Plus Housing Allowance – employees must meet prescribed requirements, Plus Medical Aid optional.

CENTRE : Osindisweni District Hospital, Verulam
REQUIREMENTS : Minimum Requirements: Grade12 (Standard 10),Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a Professional Nurse PLUS,

		Minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, One (1) year Post Basic qualification in Diploma in Advance Midwifery & Neonatal Nursing Science, At least 7 years of the period referred to above must be appropriate recognizable experience in the specific specialty after registration in the specific specialty, Proof of current year registration with SANC, Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Recommendation: Proof of Computer literacy. Degree/Diploma in Nursing Management.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care within set standard and professional/legal framework. Ensure accurate and reliable statistics and report generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective efficient and economical use of all allocated resources, including human resources. Provision of the support to nursing service. Coordinate of the provision of effective training and research. Maintain professional growth/ethnicity standard and self-development. Participate in all initiatives with an aim to achieve quality service provision. Ensure that units comply with National Core-Standards, Batho-Pele principles to meet needs and demands of the clients. Strengthen implementation of MCWH programme as per National guidelines. Participate in PPIP Programme. Assist with perinatal mortality review meetings.
<u>ENQUIRIES</u>	:	Ms. P.P Thusi (Deputy Nursing Manager): Tel No: (032) 541 9231/9272
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
<u>NOTE</u>	:	The Employment Equity Target is an African Male and people with disabilities are also welcome to apply.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/132</u>	:	<u>ASSISTANT MANAGER: NURSING (GENERAL): M & E REF NO: OTH CHC 01/2021 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 per annum. Other Benefits: 12% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Othobothini Community Health Centre (Jozini)
<u>REQUIREMENTS</u>	:	Matric / Grade 12. Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse). Proof of current registration with SANC (2021). A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendations: Degree/Diploma in Nursing Administration/ Management. A valid driver's license. Proof of Computer Literacy (Ms Word, Excel, PowerPoint and Outlook) Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of legislative framework governing the public service including knowledge of HR and Finance policies and practices. Good communication, report writing and facilitation skills. Ability to work in a multidisciplinary team setting and maintaining meaningful relationship with a diverse community. Ability to plan and organize own work time, and that of supervised personnel. Planning, coordinating and organising skills. Conflict Management and negotiation skills. Leader skills and problem solving and skills.
<u>DUTIES</u>	:	Co-ordinate the development of service delivery operational and improvement plans for facility and attached clinics. Implement, monitor and evaluate early warning system on the implementation of institutional plans. Manage, supervise and oversee Data Management, Quality Assurance and Infection Prevention and Control programs in the institution and attached clinics. Coordinate the development, compilation and alignment of all institutional plans with the District Health Plan. Oversee the development, implementation and maintenance of a reliable and accurate information management system in line with Departmental policy and system imperatives. Ensure that the facility meets deadlines of reporting by compiling and submitting institutional reports on time. Actively monitor and evaluate the performance of institutional performance, compile reports on deviation and inform management timeously. Coordinate the formulation and functioning of all clinical governance committees. Actively drive quality assurance and service excellence initiatives and ensure implementation of the total quality management framework. Coordinate staff training and updates on quality health care initiatives of

		ensuring service excellence. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: (066) 383 0886
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Certified copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, Employment Equity Target: African Male.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/133</u>	:	<u>OPERATIONAL MANAGER: SPECIALTY REF NO: HRM 01/2021 (X1 POST)</u> Directorate: Dept. of Paediatrics
<u>SALARY</u>	:	Grade 1: R562 800 – R633 432 per annum. Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH)
<u>REQUIREMENTS</u>	:	Senior certificate(Grade 12), degree/Diploma in General Nursing Science and Child Nursing Science, proof of current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Orthopedic Nurse, minimum of 10 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in advanced midwifery and neonatal nursing science, proof of previous and current experience (certificate of service) and stamped by HR must be attached Recommendations: computer literacy Knowledge, Skills, Training And Competencies Required: Demonstrate an indept understanding of Nursing Legislation and related legal and ethical Nursing practices Knowledge and experience of public serive policies, acts and regulations Sound working knowledge, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management in a trauma unit, at least five years of experience Knowledge of labour relations and disciplinary procedures.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within the set standard. Professional Legal Framework plan/organize and monitor the objectives of the specialized unit in consultant with supervises, provide a therapeutic environment for staff, patients and public, provide a comprehensive quality nursing care and be a member of the multidisciplinary team according to the identified needs of the patient, based on scientific principles, delegate duties and support staff in the execution of patient based on scientific principles, delegate duties and support staff in the execution of patient care delivery, provide direct and indirect supervision of all nursing and housekeeping staff and give guidance, ensure continuity of patient care at all levels, liaise and communicate with multidisciplinary team as well as other departments within the hospital during operational meetings with nursing supervisor and supervisee's, effective management resources ie human and material resources, coordination of provision of effective training and research plan for provision orientation induction and mentoring of all new staff in your unit plan and co-ordinate training and promote learning opportunities for all nursing categories, provision of effective support to Nursing services by provision of relief duties to the senior staff members, Maintain professional growth ethical standards and self-development, maintain professional ethics through knowledge and skill on management of all obstetrical emergencies, Maintain professional ethics through knowledge and skills on management of all obstetrical emergencies, ensure that all priority programs are implemented and monitored, ensure that perinatal meetings to evaluate quality of care are implemented at all times.
<u>ENQUIRIES</u>	:	Mrs NP Ngcobo Tel No: 031 360 3026
<u>APPLICATIONS</u>	:	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. People with Disabilities and Males are encouraged to apply.

CLOSING DATE : 05 February 2021

POST 02/134 : **OPERATIONAL MANAGER NURSING (SPECIALITY)-ADVANCED MIDWIFERY AND NEONATOLOGY REF NO: EB 1/2021 (X1 POST)**

SALARY : R562 800 – R633 432 per annum. Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE : East Boom Community Health Centre
REQUIREMENTS : Matric (Senior certificate), Diploma/degree in Nursing or equivalent qualification that allows registration with the SANC as a professional Nurse and Midwife/Accoucher. A post-basic nursing qualification in Advanced Midwifery/Accoucher and Neonatology Nursing Science with a duration of at least 1 year accredited with the SANC. Minimum of 9 years appropriate experience in nursing after registration as professional nurse with SANC in General Nursing and midwifery. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Current registration with SANC (2021). Proof of previous and current work experience (Service record) endorsed and stamped by HR Recommendation: At least 3 years of experience in a supervisor's capacity will be an advantage Knowledge, Skills, Trainings And Competencies Required: Knowledge of public service Policies, Acts and Regulations. Knowledge of SANCA Rules and Regulation. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations Acts. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patient Rights Charter.

DUTIES : Ability to provide professional leadership. Coordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/legal framework. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality meetings monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Chapter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Ensure the use of Maternal and Child updated protocols and guidelines. Implements of standards, practices and indicators for maternal and child health care and CARMA. Improve availability of PMTCT. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. Human, financial, material etc. Monitor and control the procurement, utilization and maintenance of equipment (and its accessories) needed for maternity ward. Implement and management of Infection

Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDs. Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement Initiatives including National Priority Program Plans.

ENQUIRIES : Mrs. S. Gopichand Tel No: (033) 2644902
APPLICATIONS : To be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201.
FOR ATTENTION : Mr. S Ngcobo
NOTE : Employment Equity Target for this post is: African Male
CLOSING DATE : 05 February 2021

POST 02/135 : **CHIEF SPEECH THERAPIST REF NO: HRM 04/2021 (X1 POST)**
Directorate: Speech Therapy Dept

SALARY : Grade 1: R466 199 – R517 326 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements

CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : Matric/Senior Certificate or equivalent qualification PLUS Degree in Speech Therapy Registration certificate with HPCSA as an Independent Speech Therapist PLUS Current annual registration with HPCSA 2020/2021 Minimum three years clinical experience after registration with HPCSA as an independent Speech Therapist. Recommendation: Computer Literacy, Neurodevelopment training or experience in working with children with neurodevelopment impairment, Driver's License. Knowledge, Skills, Training and Competencies Required: Sound knowledge of the work processes and procedures in Speech Therapy, Ability to conduct detailed assessments in all age groups, Sound knowledge of hospital policy on management and budget, Good communication and interpersonal skills and ability to perform within in a multidisciplinary team.

DUTIES : Provision of high quality diagnostic assessment and treatment in pediatrics and adult patients in accordance with presenting pathology, Maintain updated records on all patient interventions, Liaise with other stake holders to ensure holistic patient management, Provide in service training to staff and colleagues, Assist with overall management of the department's budget, Writing and compiling of medico-legal reports, Supervise junior staff within the department, Supervise both Audiology and Speech Therapy departments.

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 : 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 : 05 February 2021

POST 02/136 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) – REF NO: TURT CHC 16/2020**

SALARY : R444 276 per annum
CENTRE : Turton Community Health Centre
REQUIREMENTS : Standard 10/ Grade 12 Certificate; Degree /National Diploma in General Nursing /Equivalent Qualification that allows registration with SANC as a Professional Nurse and Midwife; Current registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife; A Minimum of seven (7) years appropriate /recognizable experience in nursing health care after registration as Professional Nurse-Independent Practice with the SANC; Certificate of service endorsed by Human Resources for all previous and current relevant experience must be attached, Computer Literacy (attach certificate). Recommendation: A valid code 8 driver's license; Working knowledge of health policies and current public service and health related legislation; In depth knowledge of nursing care procedures, nursing statutes and other relevant legal frameworks, such as Nursing Act, Provincial Health Act 2000, Patients' Rights Charter, Batho Pele Principles and Occupational Health and Safety Act; Good Management and analytical skills; Good communication, leadership and interpersonal skills; Ability to work in a

- multidisciplinary team; Practical experience in Quality Assurance and Accreditation.
- DUTIES** : Ensure the Implementation of National Core Standard Assessments and Ideal Clinic Idealization; Ensure the Management of Complaints and Patient Safety Incidents; Provide support to the management team to ensure that the high standard of services is provided to both Turton CHC and its affiliated Clinics; To ensure that all departments and clinics are provided with quality management guidelines, protocols and that all these are implemented; Develop budget plan for the unit and exercise control over utilization of such a budget; Provide management and supervisors with up to date quality management information and updates; Ensure Develop and promote quality assurance culture within the Institution; Plan, ensure implementation of and evaluate, maintain control and co-ordinate activities of the quality assurance department in the Institution; Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programmes; Ensure that quality improvement programmes are initiated and implemented in order to address shortcomings and non-compliance issues; Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance; Compile and submit monthly reports to the Hospital Manager; Provide on-going feedback to senior management and heads of departments; Assist with motivation of institutional personnel through positive reinforcement; Liaise with COHSASA and District Quality Assurance Department and validate results for District Quality Assurance assessments / COHSASA that relevant policies are reviewed and implemented.
- ENQUIRIES** : Dr Z.M. Bikitsa Tel No: (039) – 972 8176
- APPLICATIONS** : Application to be forward to: The Assistant Director: HRM, Turton Community Health Centre, Private Bag X07, Hibberdene, 4220
- FOR ATTENTION** : Miss S. Pillay
- CLOSING DATE** : 05 February 2021
- POST 02/137** : **OPERATIONAL MANAGER NURSING GR 1 REF NO: GS 66/20 (X1 POST)**
(General)
Component: Nursing: Out Patients Department
- SALARY** : R444 276 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Current registration with the South African Nursing Council A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Certificate Of Service Endorsed By Hr Must Be Attached Recommendations At least 3 years of experience in a supervisor's capacity will be an advantage Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter Ability to provide professional leadership Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. To monitor waiting times for clinic areas and for elective cases Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National Core Standards, National
- DUTIES** :

		Health Priorities, Quality Improvement initiatives including national priority program plans.
<u>ENQUIRIES</u>	:	Mrs KT Mckenzie Tel No: (033) – 897 3331
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	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.hr endorsed certificate of service/work experience 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 66/20. 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 It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. African Males are encouraged to apply
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/138</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR- (OHS) GRADE 1 REF NO: ILE 06/2020 (X1 POST)</u> Component: Ile: Div: District Hr Plan & Organ Improvement
<u>SALARY</u>	:	R444 276 per annum. Benefits: 13 th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	Ilembe Health District Office
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur,a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse. Valid Driver's License (code 08).NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Diploma in Occupational Health and Safety. 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.
<u>DUTIES</u>	:	Conduct periodic institutional inspections to ensure that practices are in line with occupational health and safety policy and protocols. Co-ordinate the employee health and wellness programmes in the District. Investigate and resolve public complaints and incidents relating to the compromising of occupational health standards and institute remedial action. Institute and support occupational health and safety committees inclusive of on-site training in correct practices. Conduct risk and assessment and hazard identification in institutions within Ilembe Health District. Coordinate the reporting on all staff infected with Covid 19 Ensure the successful implementation of Employee Assistance Services in the District Office and KwaDukuza Sub-District Clinics. Provide support to the Occupational Health and Safety Officers in the whole district. Ensuring the conducting of medical surveillances on exits and appointments in the District Office as well as in all the institutions within the District Ilembe.
<u>ENQUIRIES</u>	:	Mr. R. Phahla (Deputy Director: HRMS) Tel No: 032 – 437 3500
<u>APPLICATIONS</u>	:	Should Be Forwarded To: 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, Kinga 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. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).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. Persons with disabilities should feel free to apply for any of the advertised posts. 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.This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE

: 12 February 2021

POST 02/139

: **CLINICAL NURSE PRACTITIONER (PHC OUTREACH TEAM) REF NO: MPU 01/2020 (01 POST)**
Component: Mpumelelo 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)
Ilembe Health District Office

CENTRE 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 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 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. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES APPLICATIONS : Mr. AP Kakhani (PHC Supervisor) Tel No: (032) - 5513686
: Should Be Forwarded To: 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, Kinga 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. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).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. Persons with disabilities should feel free to apply for any of the advertised posts. 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.This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 12 February 2021

POST 02/140 : **CLINICAL NURSE PRACTITIONER REF NO: SAHWEZA 10/2020 (X1 POST)**
Re-Advertisement

SALARY : Grade 1: R383 226.per annum
Grade 2: R471 333.per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
ST Andrew's Hospital: Pisgah Clinic
Senior Certificate. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES

To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

**ENQUIRIES
APPLICATIONS**

Mrs VV Ncume Tel No: (039) 4331955 EXT 286
should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding, 4680.

**FOR ATTENTION
NOTE
CLOSING DATE**

Human Resource Manager
People with disability and African male are encouraged to apply
05 February 2021

POST 02/141

ASSISTANT DIRECTOR: FRAUD RISK MANAGEMENT REF NO: G13/2021
(3 Years Fixed Term Performance Based Contract)
Cluster: Risk Assurance Management Services

SALARY

R376 596 per annum (Level 09). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

Head Office: Pietermaritzburg
For The Above Post:- An appropriate Bachelor's Degree/National Diploma in Auditing/Accounting/Risk Management; PLUS A minimum of three (3) years operational experience in an Investigative/ Internal Audit/ Auditing/ Risk Management environment; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations:- Training programmes and/or experience in Risk Management, Criminal Investigations, Criminal Justice and Forensic Auditing, Investigative and Forensic Accounting, Presentation Skills and Transversal Administration System (PERSAL, BAS, etc) will serve as a recommendation. Registration with the relevant professional body will be an advantage. Knowledge, Skills, Training and Competencies required:-The incumbents of these posts will report to the Deputy Director: Fraud Risk Management, and will be responsible to ensure effective and efficient Fraud Risk Management in the Department, and as such the ideal candidate must:- Possess sound knowledge of Criminal Procedure Act, Prevention and Combating of Corrupt Activities Act and the Justice System. Possess sound knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Have the ability to deal with work pressure and threats within a stressful environment. Have the ability to liaise with private and state law enforcement agencies. Possess strong interpersonal, communication and presentation skills. Have the ability to liaise effectively with the Office of the Auditor General and Finance Division within the Department. Have the ability to manage the audit processes in terms of the Standards issued by the Institute of Internal Auditors. Have an in-depth understanding of

public procurement processes and prescripts PFMA, PPPFA, relevant Regulations and Guidelines etc). Have good communication skills (both verbal and written). Have knowledge of internal auditing and/or risk management. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software Applications. Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.

DUTIES

: Assist in the development and implementation of policies and procedures in the interests of the Protected Disclosure Act, 2000 and Prevention and Combating of Corrupt Activities Act, (12 of 2004) as it relates to public servants. Identify and investigate instances of fraud, theft corruption and maladministration etc, enabling the Accounting Officer and Line Managers to make sound and well- informed decision on appropriate action to be taken. Liaise with role –players in the investigative environment to ensure that “crime intelligence“ is shared, the activities of crime syndicated operating across departmental boundaries are timeously identified, and activities synchronised to protect the interest of the State. Assist in managing advocacy campaigns to promote the disclosure of information pertaining to incidents of fraud, corruption, theft and maladministration in the department. Assist in the compilation of fraud prevention coverage plan and three year rolling implementation plan for the department, for review by the Director and obtain approval by the Accounting Officer. Assist in the management of a long-term strategic risk based fraud prevention plan based on sub unit specific risk management strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department. Assist in the development and implementation of a risk based audit strategy. Ensure that audit findings are appropriately reported and that the required action is undertaken. Ensure that fraud awareness and all fraud risk assessments conducted in terms of the fraud prevention implementation plan are properly scoped, planned, appropriately resourced and executed through close liaison with department managers. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

**ENQUIRIES
APPLICATIONS**

: Miss T C Mngqithi Tel No: (033) 328 4004
: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langanalibalele Street, Natalia Building, Registry, Minus North Tower.

**FOR ATTENTION
NOTE**

: Mr. A Memela
: 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.

CLOSING DATE

: 05 February 2021

POST 02/142

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: EPH 01/2021**
Cluster: KZN Department of Health

SALARY

: R376 596 – R443 601 per annum. 13th Cheque Medical aid (optional) Housing allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Ekuhlengeni Psychiatric Hospital
: Matric /Grade 12, Diploma / Degree in Public Management Administration plus 3Years Supervisory experience in Systems Department. And a valid code EB Driver’s license NB: Certificate of service from previous employer is

DUTIES

compulsory; please include verification of employment from current employer, which must be endorsed by Human Resource Management

: Monitor the provision of all catering services and facilities by in-service in order to ensure adherence and highest level of quality. Manage the following areas to ensure optimal usage and cost effectiveness: Auxiliary services, Safety and Waste Management, Patient Records Administration, Mortuary Services, General Registry and Porter Services, Telecommunication, Transport, Laundry Service, Cleaning and Ground and Security Service. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and by laws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up to date disaster and major incident management plan is maintained. Contribute as a member of a multidisciplinary team towards the effective management of the Hospital. Ensure effective co-ordination, management and quality of work of all functional components of systems department within the hospital. Analyze alternatives for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including development of staff. Oversee the provisioning of all service provided by private companies to ensure compliance with service level agreement. Ensure the safety program requirements are adhered to by staff. Implement and monitor implementation of hospital policies, protocols and practices in all areas. Conduct risk and security analysis to inform the development of institutional risk management plan.

**ENQUIRIES
APPLICATIONS**

: Ms NS Padayachee Tel No: (031) 9054 777/6/5

: 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
NOTE**

: Ms. GP. Cele

: 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

: 05 February 2021

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** : All applications should be forwarded to: The Department of Public Works, Roads and Infrastructure, Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- FOR ATTENTION** : Acting Director HR Services, Tel No: 015 284 7466
- CLOSING DATE** : 12 February 2021
- NOTE** : Applications must be submitted on new Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver's license (will serve as an added advantage), 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 the new Z83 form. 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. All shortlisted candidates will be subjected to a suitability check and verification of qualifications. 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 (PAJA Act No. 3 of 2000

OTHER POST

- POST 02/143** : **DATA CAPTURE: EPWP REF NO: S4/3/4/6/2020/1 (X10 POSTS)**
 (One Year Contract Positions)
- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : NQF Level 04 Certificate plus Computer Literacy. Good interpersonal relations. Ability to work under pressure. Drivers licence will be an added advantage.
- DUTIES** : The incumbent will be responsible for EPWP raw data collection, cleaning and capturing. Generate system reports when required. Maintain accurate data. Ensure confidentiality on all collected and stored data.
- ENQUIRIES** : Ms. Magdeline Mokonyane, Ms. Philippine Hanyane, Mr Billy Seleka, Mr Malose Moabelo, Mr Matome Malemela, Ms. Mathebula Winneth and Mr. Mathume Mabilo at 015 284 7353/7586/7663/7606/7607/7627

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

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

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 02/144 : **MANAGER: MEDICAL SERVICES GRADE 1**
Overberg District

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. Plus a rural allowance of 18% of basic salary).

CENTRE REQUIREMENTS : Hermanus Hospital (Overstrand Sub-district)
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Knowledge of managing clinical services.

DUTIES : Strategic and operational management of all health service platforms in the Overstrand Sub District, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Overstrand Sub District to ensure support of the patient centered experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Overstrand Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

ENQUIRIES APPLICATIONS : Ms W Kamfer Tel No: (028) 214-5800
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 no 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 : 05 February 2021

POST 02/145 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R562 800 per annum (PN-B3) (Plus a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE REQUIREMENTS : Bridgton CDC
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-

basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and proof of current registration. Experience: A minimum of 9 years' appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification (R48) as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management regarding data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

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

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

NOTE : No payment of any kind is required when applying for this post. Practical and competency tests will form part of the selection process.

CLOSING DATE : 05 February 2021

POST 02/146 : **QUALITY ASSURANCE MANAGER DISTRICT**
Cape Winelands Health District

SALARY : R470 040 per annum

CENTRE : Cape Winelands District Office

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council or equivalent. Experience: Appropriate experience in Health Management. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel within the district. Competencies (knowledge/skills): Knowledge and experience in quality assurance, risk management, OHS and infection prevention control (IPC). Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written) in two of the official language of the Western Cape. Ability to analyse and interpret Health Systems Information and compile and present reports. Good leadership and project management skills.

DUTIES : Effectively coordinate and manage Quality Improvement Systems in the District. Support Health Establishment staff and Quality Assurance coordinators with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Coordination and Management of Quality Assurance training needs within the district. Ensure the maintenance of the Infection Prevention and Control (IPC) and Occupational Health and Safety (OHS) standards within the district. Ensure the quality of Quality Assurance data in the Cape Winelands District.

ENQUIRIES : Ms S Neethling Tel No: (023) 348-8120

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and competency assessment.

CLOSING DATE : 05 February 2021

POST 02/147 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
Overberg District

SALARY : R444 276 per annum (PN-A5)

CENTRE : Cape Agulhas Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 the 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 requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills (Verbal and Written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health-, Chronic Diseases- and WHCH-programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team. Ability to effectively communicate in two of the three official languages of the Western Cape. Computer Literacy (MS Word, Excel, PowerPoint).

DUTIES : Co-ordination and implementation of life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men's health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitoring of service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.

ENQUIRIES : Ms GJ Van Der Westhuizen 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 : 05 February 2021

POST 02/148 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT)**
Groote Schuur Hospital

SALARY : R376 596 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Acquisition Management Section (formal and informal bidding) in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Provide leadership and manage the formal bidding process for equipment and goods and services. Provide guidance, input and information in demand planning. Manage the monthly reporting process to the Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Liaise with auditors and management (external and internal) and manage the audit queries process. Manage the performance, training and development of staff in the acquisition management unit.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248

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

CLOSING DATE : 05 February 2021

POST 02/149 : **INDUSTRIAL TECHNICIAN: PRODUCTION**
Directorate: Health Technology (Clinical Engineering, based at Goodwood, Dental Unit)

SALARY : R257 508 per annum

CENTRE : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related medical equipment or demonstrate an aptitude for this type work. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.
- DUTIES** : Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.
- ENQUIRIES** : Mr A Moelich / Mr G Lee Tel No: (021) 590 5007 / (021) 590 5005
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 : 05 February 2021
- POST 02/150** : **ADMINISTRATION CLERK: SUPPORT**
 Garden Route District
- SALARY** : R173 703 per annum
CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Transport and Support Services. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality in two of the three official languages of the Western Cape. Knowledge and experience in policies and administrative practices. Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability, responsibility, to work independently, unsupervised and under pressure.
- DUTIES** : Manage, monitor, maintain and coordinate Transport Services in respect of Government Vehicles. Assistance to Support Services Staff (Workshop. Laundry and Main Kitchen) in respect of administrative tasks. Relief duties in respect of Registry/Reception Clerk and ad hoc Driver duties. Effective control over stock and equipment and the ordering of stock and equipment. Support to Supervisor with administrative tasks in respect of minute taking, arranging of meetings, attending site meetings, etc.
- ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 February 2021
- POST 02/151** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS/RECEPTION)**
 Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
CENTRE : Nomzamo Community Day Clinic
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in client admissions and customer care. Inherent requirements of the job: Willingness to work overtime when required. Valid code B/EB driver's license. Competencies (knowledge/skills): Sound interpersonal and organising skills. Computer literacy in MS Word and MS Excel. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Departmental health Information System: PHCIS.
- DUTIES** : Admit and update client information, schedule and maintain appointments, register clients on appropriate systems. Timeous collection, capturing of folder data and management of data, head counts and TB service using appropriate

data collecting systems. Record keeping, compiling of new folders, filing and retrieving of folders, tracing of old folders, archiving and destruction of old folders. Ensure correct management of folders at reception areas and schedule appointments (new, follow-up and operations) on system. Correct patient assessment and accurate data recording. General administrative duties and perform relief duties. Provide support in Supply Chain, Information Management. Support to Supervisor/Managers.

ENQUIRIES : Ms N Matiso Tel No: (074) 199-8834/062 744-7706
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 : 05 February 2021

POST 02/152 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook), attach proof or mentioned in CV. Sound theoretical and practical knowledge of policies regarding Asset, Financial, Supply Chain and Warehouse. Management and legislation pertaining to an Asset Management environment. Ability to effectively multi-task, function independently and under pressure in a physically demanding environment.

DUTIES : Responsible for the procurement of all assets and disposed items (as identified by the committee) via the correct processes, the receipt of assets (accurate and correct) and the system functions related to procedures. Conduct stock-taking and ad-hoc inspections. Manage, maintain and update of asset registers within the Hessequa Sub-district. Manage movements of assets and update bar coding. Assist with payments function as well as the creation and maintenance related to asset management (including disposed items). Assist with the disposal of redundant obsolete and unserviceable items in accordance to existing prescripts and with monthly reconciliations.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 February 2021

POST 02/153 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRAs) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently.

DUTIES : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues. Cashier duties, accurate collection,

safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.

ENQUIRIES : Mr PJ Van Wyk Tel No: (044) 203-7280

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

CLOSING DATE : 05 February 2021

POST 02/154 : **STERILIZATION OPERATOR SUPERVISOR (CSSD)**
Groote Schuur Hospital

SALARY : R173 703 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in Sterilisation and Decontamination Services as an Operator. Inherent requirements of the job: Be willing to work standby. Competencies (knowledge/skills): Supervisory experience. Must have numeracy Skills and should be able to think analytically. Be able to supervise and be assertive. Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework.

DUTIES : Manage, organise and control Central of Central Sterile Services Department (CSSD) and Gas Sterilisation Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Maintain Quality Assurance within the Department.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

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

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

CLOSING DATE : 05 February 2021

POST 02/155 : **CLEANER**
Garden Route District

SALARY : R102 534 per annum

CENTRE : Support and Outreach Oudtshoorn PHC

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience Appropriate cleaning experience, cleaning in a clinic/hospital/health environment will be a further advantage. Competencies (knowledge/skills): Basic writing and literacy skills Good communication and interpersonal skills. Ability to lift/move heavy equipment and supplies.

DUTIES : General cleaning and maintenance of cleaning equipment. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handling of cleaning equipment. Elementary stock control. Relief duties in other departments when necessary.

ENQUIRIES : Dr Edwards Tel No: (044) 272-2245

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

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

CLOSING DATE : 05 February 2021

POST 02/156 : **PORTER**
West Coast District

SALARY : R102 534 per annum

CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Prepared to handle corpses. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages spoken in the Western Cape. Good interpersonal and communication skills. Willingness to work in a team.

- DUTIES** : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Take responsibility for the transportation of corpses from wards to the undertaker and perform relevant duties.
- ENQUIRIES** : Mr D Snell Tel No: (027) 213-2039
- APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- NOTE** : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 05 February 2021