PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 03 OF 2021
DATE ISSUED 29 JANUARY 2021

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.

AMENDMENTS
DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES: Kindly note that the following posts advertised in the Public Service Vacancy Circular 02 dated 22 January 2021, Assistant Director: Internal & External Communication Ref No: CMS02/2021; Chief Forester Ref No: FOM02/2021; these posts have been withdrawn. Apologies for the inconvenience this may have caused. MUNICIPAL INFRASTRUCTURE SUPPORT AGENT: Kindly note that the post of System Engineer (12 Months Fixed Contract) with Ref No:
MISA/SE/MIPMIS/02 advertised In Public Service Vacancy Circular 02 dated 22 January 2021, the salary notch for the post has been amended as follows: salary notch is R733 257 – R 863 748 total cost package per annum. Candidates who previous applied, Do not need to re-apply.
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DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE: 15 February 2021 at 16:00

NOTE: Applications quoting the relevant reference number must be submitted on the New form z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver’s license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s).

ERRATUM: Kindly note, the post of Deputy Director: Employment Relations (grievance and Discipline), reference number HR4/20/10/02HO advertised on circular 24 of 2020 with a closing date of 02 November 2020 is withdrawn. Sorry for inconveniences. Enquiries Ms T Roos Tel: 012 309 4720

MANAGEMENT ECHELON

POST 03/01: CHIEF EXECUTIVE OFFICER REF NO: HR4/21/02/01 (Five (5) Year Fixed Term Contract)

SALARY: R1 251 183 per annum (All inclusive)

CENTRE: Supported Employment Enterprise, Silverton


**DUTIES**

Provide direction, develop and monitor the implementation of the Enterprise’s strategy and business plan. Position the Enterprise in the market to meet stakeholder’s needs in terms of the supported work for person with disabilities. Direct the Sheltered Employment Enterprise’s financial planning, accounting, administration and ICT practices as well as its relationship with the CFO DEL, the Auditor-General, Internal Auditors and Banks. Coordinate and manage the strategic planning process, monitoring and evaluation as well as reporting of performance information for the Enterprise. Provide strategic direction and leadership with regards to minimization of risk improvement controls, prevention of risk elements and instil good governance in the Department of Labour. Ensure the formulation, development and execution of the HR strategy, policy and procedures in line with the SEE’s overall business plan and the special request and priority needs of management and staff.

**ENQUIRIES**

DDG PES Mr S Morotoba Tel. No: (012) 309 4783

**APPLICATIONS**

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

**FOR ATTENTION**

Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ5@labour.gov.za

**NOTE**

NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email.

**POST 03/02**

**DIRECTOR: PUBLIC EMPLOYMENT SERVICES (X3 POSTS)**

**SALARY**

R1 057 326 per annum (All inclusive)

**CENTRE**

Provincial Office: Kwazulu-Natal Ref No: HR4/10/20/11KZN
Provincial Office: Mpumalanga Ref No: HR4/10/20/12 MP
Provincial Office: Free State Ref No: HR4/10/20/13 FS

**REQUIREMENTS**


**DUTIES**

Oversee the management of work seekers services (registration of work seekers and employment counselling) within the Province. Oversee the management of employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, standards, Annual Performance Plan and Work Plan.

**ENQUIRIES**

Mr X Sicwebu Tel No: (012) 309 4382

**APPLICATIONS**

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Email: Jobs-HQ6@labour.gov.za (KZN)
Email: Jobs-HQ7@labour.gov.za (MP)
Email: Jobs-HQ8@labour.gov.za (FS).

**FOR ATTENTION**

Sub-directorate: Human Resources Operations, Head Office

**NOTE**

NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

**OTHER POSTS**

**POST 03/03**

**SENIOR MANAGER MEDICAL SERVICES (NON-CLINICAL) REF NO: HR 5/1/2/3/48**

**SALARY**

R1 512 009 per annum (OSD)
CENTRE: Compensation Fund, Pretoria


DUTIES: Manage the compensation process with the necessary medical expertise. Provide guidance to decentralised medical services in the provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.

ENQUIRIES: Ms M Ruiters, Tel No: (012) 319-9378

APPLICATIONS: To: Jobs-CF4@labour.gov.za

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

POST 03/04: PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/8/40

SALARY: R1 025 316 – R1 137 936 per annum (OSD)

CENTRE: Provincial Office: Kimberley


ENQUIRIES: Mr. A Senakhomo, Tel No: (053) 838 1545

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za

POST 03/05: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X4 POSTS)

SALARY: R869 007 per annum (All inclusive)

CENTRE: Labour Centre: Port Elizabeth (X1 Post) and King Williams Town Ref No: HR4/4/1/150 (X1 Post)
Labour Centre: Phalaborwa -Ref No: HR4/4/6/13 (X1 Post)
Labour Centre: Knysna -Ref No: HR4/4/10/196 (X1 Post)


**DUTIES:**
Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

**ENQUIRIES:**
Ms NP Douw-Jack Tel No: (043) 701 3128
Ms TE Maluleke Tel No: (015) 290 1768
Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS:**
Email: Jobs-EC@labour.gov.za
Polokwane: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700. Physical address 42A Schoeman Street Polokwane 0700. Email: Jobs-LP@labour.gov.za
Cape Town: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town Email: Jobs-WC@labour.gov.za

**FOR ATTENTION:**
Human Resources Operations, Limpopo
Sub-directorate: Human Resources Management, Western Cape

**POST 03/06:**
SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/8/39

**SALARY**
R869 007 per annum (All inclusive)

**CENTRE**
Provincial Office: Kimberley

**REQUIREMENTS**

**DUTIES:**
Manage and monitor the implementation of UIA and COIDA programme strategy. Develop systems to provide expert advice on sector specific to UIA and COIDA matters. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement unit.

**ENQUIRIES**
Mr IS Vass Tel No: (053) 8381652

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
Email: Jobs-NC@labour.gov.za

**FOR ATTENTION:**
Human Resources Operations, Provincial Office Kimberley

**POST 03/07:**
DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/8/41

**SALARY**
R733 257 per annum (All inclusive)

**CENTRE**
Provincial Office: Kimberley

**REQUIREMENTS**

**DUTIES:**
Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyze system capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Labour.
ENQUIRIES: Mr ZL Albanie Tel No: (053) 838 1502
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za
FOR ATTENTION: Human Resources Operations, Provincial Office Kimberley

POST 03/08:
DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (GRIEVANCE, DISPUTE AND DISCIPLINE) REF NO: HR4/21/02/02HO

SALARY: R733 257 per annum (All inclusive)
CENTRE: Head Office, Pretoria
REQUIREMENTS:

DUTIES:
Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Employment Relations Unit.

ENQUIRIES: Ms T Roos Tel No: (012) 309 4720
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
NOTE: NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

POST 03/09:
DEPUTY DIRECTOR: FRAUD PREVENTION AND INTEGRITY MANAGEMENT REF NO: HR 5/1/2/3/49
(Re-Advertisement and applicants who previously applied are encouraged to re-apply)

SALARY: R733 257 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS:

**DUTIES**: Develop fraud prevention and integrity management framework, policies and procedures. Develop anti-fraud and corruption training programmes. Establish and research on various fraud detection techniques and Cyber Crime in the Fund. Monitor the administration of the anti-fraud hotline within the fund. Manage the resources of the Sub-directorate.

**ENQUIRIES**: Ms Katlego Lebepe Tel No: (012) 406 5626

**APPLICATIONS**: To: Jobs-CF7@labour.gov.za

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

**POST 03/10**: DEPUTY DIRECTOR: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/50

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

**CENTRE**: Compensation Fund, Pretoria


**DUTIES**: Engage with relevant stakeholders in Vocational Rehabilitation programmes that will benefit Compensation Fund beneficiaries. Identify beneficiaries and institutions to be funded for Vocational Rehabilitation purposes. Manage the coordination of the monitoring and evaluation of Vocational Rehabilitation programmes. Manage advocacy Campaigns to create awareness about Vocational Rehabilitation programmes. Management of resources in Sub-directorate.

**ENQUIRIES**: Ms N Magonono Tel No: (012) 406 5606

**APPLICATIONS**: To: Jobs-CF2@labour.gov.za

**NOTE**: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply. Applicants will be required to undergo competency assessment to verify the technical level of expertise.

**POST 03/11**: PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/19/11/01 GP (X2 POSTS)

**SALARY**: R470 040 per annum

**CENTRE**: Provincial Office: Gauteng


**DUTIES**: Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment.
and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES**
Adv M Msiza Tel No: (012) 309 5256

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 03/12**

**PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING (X3 POSTS)**

**SALARY**
R470 040 per annum

**CENTRE**
Provincial Office: Gauteng Ref No: HR4/4/4/11/03GP (X2 Posts)
Provincial Office: Western Cape Ref No: HR 4/4/10/197 (X1 Post)

**REQUIREMENTS**

**DUTIES**
Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES**
Adv M Msiza Tel No: (012) 309 5256
Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS**
Gauteng: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

Western Cape: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town Email: Jobs-WC@labour.gov.za

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Provincial Office: Gauteng
Sub-directorate: Human Resources Management, Western Cape

**POST 03/13**

**PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/4/11/02 GP (X6 POSTS)**

**SALARY**
R470 040 per annum

**CENTRE**
Provincial Office: Gauteng

**REQUIREMENTS**

**DUTIES**
Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES**
Adv M Msiza Tel No: (012) 309 5256

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 03/14: ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HR 4/4/5/56

SALARY: R470 040 per annum
CENTRE: Labour Centre: Durban

DUTIES: Manage and monitor quality inspection with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce as and when necessary including making preparations for and appearing in court as a State witness. Provide guidance and manage a proactive (Blitz) inspection programme for compliance with Labour Legislation. Manage and monitor the advocacy campaign on Labour legislation as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection. Responsible for staff management function and resources.

ENQUIRIES: Mr S Biyase Tel No: (031) 401 9424
APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Email: Jobs-KZN@LABOUR.gov.za
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: KZN

POST 03/15: ASSISTANT DIRECTOR: COID REF NO: HR 4/4/10/181

SALARY: R470 040 per annum
CENTRE: Labour Centre: Durban

DUTIES: Provide oversight and control to the claims processing and employer assessment processes as required in terms of the segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Mr N Lubelwana Tel No: (021) 4418125
APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town Email: Jobs-WC@labour.gov.za
FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape
### POST 03/16

**ASSISTANT DIRECTOR: UI FINANCE**  
**REF NO:** HR4/4/10/198

**SALARY:** R470 040 per annum  
**CENTRE:** Provincial Office: Western Cape  
**REQUIREMENTS:** Three (3) year relevant tertiary qualification in Public Finance Management/ Cost Management Accounting/ Accounting Management and Financial Information System. Two (2) years supervisory experience. Two (2) years functional experience in Finance. Knowledge: Treasury Regulations, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulation, Basic Condition of Employment Act, Public Financial Management Act (PFMA).  
**Skills:** Innovative/ Creative, Report writing, People Management, Financial Management, Communication (both verbal and written, Computer literacy, Time Management, Interpersonal, Budgeting.  

**DUTIES:** Manage the payment of UIF benefits in relation to accounts receivable and payable functions. Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts where UIF Operations are concerned. Manage integrated budget planning and expenditure relating to UIF Operations. Provide technical support to processing Offices and report on all UIF Financial matters including financial systems.

**ENQUIRIES:**  
Mr N Lubelwana  
Tel No: (021) 4418125

**APPLICATIONS:**  
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

**FOR ATTENTION:** Sub-directorate

### POST 03/17

**ASSISTANT DIRECTOR: COMMUNICATION**  
**REF NO:** HR4/4/10/201

**SALARY:** R376 596 per annum  
**CENTRE:** Provincial Office: Western Cape  
**REQUIREMENTS:** Three (3) year relevant tertiary qualification in Communication Science/ Marketing/ Public Relation/ Media studies and Journalism. Two (2) years supervisory experience. Two (2) years functional experience in media/ public relations/ marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic Knowledge of all legislations, Project Management, Batho Pele Principles.  
**Skills:** Planning and Organising, Interpersonal, Computer literacy, Communication, Problem Solving, Listening and observation, Negotiation, Event Management.

**DUTIES:** Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the Province (daily). Organise stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the provinces such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc (yearly).

**ENQUIRIES:**  
Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS:**  
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

**FOR ATTENTION:** Sub-directorate

### POST 03/18

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS**  
**REF NO:** HR4/4/10/197

**SALARY:** R376 596 per annum  
**CENTRE:** Provincial Office: Western Cape  
**REQUIREMENTS:** Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver’s license. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public

**DUTIES**: Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub-Directorate.

**ENQUIRIES**: Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS**: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

**FOR ATTENTION**: Sub-directorate

**POST 03/19**: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 4/4/10/182

**SALARY**: R376 596 per annum

**CENTRE**: Provincial Office: Western Cape


**DUTIES**: Manage demand of goods and services in the Province. Provide and monitor acquisition/procurement services in the Province. Manage logistics in the Province. Manage and monitor the assets in accordance with the relevant policy and procedure. Render and monitor contract administration support service and compliance. Manage all resources in the section.

**ENQUIRIES**: Mr N Lubelwana Tel No: (021) 4418125

**APPLICATIONS**: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.

**POST 03/20**: ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/6/12

**SALARY**: R376 596 per annum

**CENTRE**: Provincial Office: Limpopo

**REQUIREMENTS**: Three (3) years relevant qualification in Business/Public Administration/Management or Financial Management, Two (2) years Supervisory experience, Two (2) years functional experience. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives Record Services, Safety and Security, Accommodation procedures, Damage and Loss Control. Skills: Communication, Interpersonal relations, Decision making, Problem solving, Presentation, Conflict management, Computer literacy.

**DUTIES**: Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and
ensure that all ITC equipment is operational. Supervise all resource within the section.

ENQUIRIES : Ms Maluleke TE Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 Email: Jobs-LP@labour.gov.za
FOR ATTENTION : Human Resources Operations
POST 03/21 : ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/21/02/04 HO

SALARY : R376 596 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Human Resources Management/Management Services/ Industrial Engineering/Operations/Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services of which 3 years must be in an Officer/ Senior Officer Level. Knowledge: Basic understanding of policies, Public service regulations, prescripts and legislation, understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizing and planning, Facilitation, Project Management, Computer literacy, Good communication (verbal and written), People Management, Listening, Interviewing, Research, Analytical, Good interpretation relation, Innovative.

DUTIES : Develop and conduct change management processes intervention and organizational client survey in the Department. Facilitate and coordinate the development Business Processes Improvement. Coordinate, facilitate and monitor development of job profile in the Department of Labour. Conduct organizational development investigations. Manage and conduct job evaluation processes in the Department. Manage all resources of the Directorate.

ENQUIRIES : Ms A Mcoso Tel No: (012) 309 4436
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
NOTE : NB: All attachments must be in PDF and in 1(one) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

POST 03/22 : ASSISTANT DIRECTOR: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/51

SALARY : R376 596 per annum
CENTRE : Compensation Fund, Pretoria

**DUTIES:** Coordinate all the priority projects to ensure successful delivery for Vocational Rehabilitation Programmes. Coordinate the monitoring and evaluation of Vocational Rehabilitation Programmes. Implement information management systems and ensure the records are maintained. Perform advocacy campaigns to create awareness on Vocational Rehabilitation Programmes.

**ENQUIRIES:** Ms N Magonono Tel No: (012) 406 5606

**APPLICATIONS:** To: Jobs-CF2@labour.gov.za

**NOTE:** Coloureds, Indians Whites and Persons with disabilities are encouraged to apply. Applicants will be required to undergo competency assessment to verify the technical level of expertise.

**POST 03/23**: ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY REF NO: HR 5/1/2/3/52

**SALARY:** R376 596 per annum

**CENTRE:** Compensation Fund, Pretoria


**DUTIES:** provide inputs and implement the internal audit quality assurance polices and procedure manuals. Manage and monitor the promotion of quality assurance within the Internal Audit Directorate. Coordinate the internal Audit directorate’s quality assurance program. Management of resources in the sub directorate.

**ENQUIRIES:** MS B Gumbu Tel No: (012) 319 9320

**APPLICATIONS:** To: Jobs-CF7@labour.gov.za

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

**POST 03/24**: ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/53 (X2 POST)

(Re-Advertisement and applicants who previously applied are encouraged to re-apply)

**SALARY:** R376 596 per annum

**CENTRE:** Compensation Fund, Pretoria

DUTIES: Implement the fraud investigation policy, strategy and procedure within the Fund. Coordinate the execution of Fraud Investigation Plans. Conduct analysis on cases received. Supervision of staff.

ENQUIRIES: Ms Katlego Lebepe Tel No: (012) 406 5626
APPLICATIONS: To: Jobs-CFT@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/25: ASSISTANT DIRECTOR: BUSINESS PROCESS AND QUALITY IMPROVEMENT REF NO: HR 5/1/2/3/55

SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria


ENQUIRIES: Ms NC Stuurman Tel No: (060) 406 5624
APPLICATIONS: To: Jobs-CF1@labour.gov.za
NOTE: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/26: ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/56 (X3 POSTS)

SALARY: R376 596 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of the relevant stakeholder’s e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
ENQUIRIES : Mr TS Maluleke Tel No: (012) 309 4896
APPLICATIONS : To: Jobs-CF2@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/27 : SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/61

SALARY : R316 791 per annum
CENTRE : Compensation Fund, Pretoria

DUTIES : Provide debt collection service for the Compensation fund. Perform financial administration process on debt collections. Send Reminders for debt collection. Supervision of staff.

ENQUIRIES : Ms DK Mbulawa Tel No: (012) 319 9269
APPLICATIONS : To: Jobs-CF6@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 03/28 : OFFICE ADMINISTRATOR REF NO: HR 4/4/6/08

SALARY : R257 508 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three years relevant qualification in Office Management/Information Management and Technology/Public/Business Administration/Management with One-year functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (both verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

DUTIES : Provide a receptionist support to the office including diary management for the Chief Director. Render a Secretariat Service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including supply chain for the Chief. Facilitate and coordinate all logistical and resource requirements of the Chief. Provide Management Information and records management services in the Chief’s office. Track and monitor projects tasks within the Chief’s office.

ENQUIRIES : Ms Lebogo SM Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 Email: Jobs-LP@labour.gov.za
FOR ATTENTION : Human Resources Operations

POST 03/29 : LEGAL ADMINISTRATIVE OFFICER REF NO: HR 5/1/2/3/59

SALARY : R257 073 - R533 772 (MR-3 to Mr-5 OSD) (salary will be determined by the experience in terms of OSD requirements)
CENTRE : Compensation Fund, Pretoria

**DUTIES**: Draft and vet contracts for the Fund. Handle litigation for and on behalf of the Fund. Process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Supervision of staff.

**ENQUIRIES**: Mr TH Maphologela Tel No: (012) 319-1920

**APPLICATIONS**: To: Jobs-CF1@labour.gov.za

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

**POST 03/30**: INSPECTOR REF NO: HR 4/4/6/10

**SALARY**: R208 584 per annum

**CENTRE**: Labour Centre: Mokopane


**DUTIES**: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES**: Mr J Mokobodi Tel No: (015) 290 1665

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

**FOR ATTENTION**: Human Resources Operations
POST 03/31 : CHIEF FINANCIAL OFFICER REF NO: DHET01/01/2021
Branch: National Skills Fund (NSF)

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor’s degree (NQF7) in Finance/Accounting or an equivalent qualification as recognised by SAQA. A postgraduate qualification at NQF level 8 in the field of Finance or Management Accounting will be an added advantage. Admission as a Chartered Accountant (South Africa) is essential. A minimum of 6-10 years’ experience in financial accounting or related field, of which 5 years’ experience should be at senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government: Generally, Recognised Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPPFA). Skills Development Act and Skills Development Levies Act. Extensive knowledge of Public Service and National Skills Fund mandates and strategies and Post-School Education and Training system and pedagogy. General knowledge of Public Service Regulations, NSF goals and business processes and performance requirements. Willingness to work irregular hours and travel extensively. A valid driver’s licence.

Competencies: Excellent knowledge of financial management; contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors. Good understanding of macro-economic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience to manage and interact with key stakeholders at senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.

DUTIES : The successful candidate will oversee provide effective, integrated financial services and administration functions that support, the skills development funding functions and supply chain management systems within the NSF in accordance with the PFMA, Treasury Regulations and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Executive Officer). Manage and facilitate the provision of financial management services. Develop, implement and monitor financial services and procurement-related policies and procedures. Support the Executive Officer and other senior managers in the execution of their functions in terms of the PFMA and National Treasury Regulations and other related legal frameworks. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and to promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and to monitor the utilisation of budgets within the NSF. Establish and maintain the financial and administration system and
ensure strict controls measures are in place to mitigate risks. Overseer the NSF’s budget allocations and related financial activities and ensure that measurable outputs are specified. Manage and monitor the public entities’ compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attend to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the National Skills Fund.

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

APPLICATIONS : Forward your application to email address: DHET01012021@dhet.gov.za

NOTE : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s licence (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer: Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

CLOSING DATE : 12 February 2021

POST 03/32 : DIRECTOR REF NO: DHET 02/01/2021
Branch: National Skills Fund
Directorate: Fund Management

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

REQUIREMENTS : An appropriate bachelor’s degree/ advanced National Diploma (NQF level 7) in Financial Management, or equivalent qualification. The qualification should be coupled with at least 5 to 10 years’ work experience in financial management environment. At least 5 years’ experience at middle management is essential. A recognized qualification on NQF Level 8 in Financial Management or equivalent qualification together with a certificate as Charted
Accountant will be a distinct advantage. Good understanding of post-school education and training framework and Government wide legislation knowledge and prescripts, e.g. Skills Development Act and Skills Development Levies Act. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge of Public Service and National Skills Fund (NSF) mandate and strategies. Experience in fund raising, managing large project and or programmes in the private or public sector will be an added advantage. This position requires a dynamic individual with proven management, leadership and people management capabilities. Understanding of NSF goals and performance requirements, general accounting principles and auditing standards including funding principles. Experience in business intelligence and reporting and fund management. Experience in budgeting, financial management and project management, including analytical capability, marketing and report writing. The position requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Ability to lead a team and to develop support and monitor the implementation of policies as part of service delivery innovation; Good problem-solving skills; client orientation and customer focus; good computer skills; Willingness to travel extensively and a valid driver's license.

**DUTIES:**
- The scope of the Director's work will include but not limited to: Project and Bursary disbursements; Manage the commitment schedule for NSF funded projects and bursaries. Provide oversight monitoring on the financials of the projects and implement controls to mitigate risks of overspending on projects. Responsible for financial reporting for projects, prepare the reconciliation statement. Provide financial advice and support to Chief Financial Officer in fulfilling financial business partner role to the NSF funded programmes and projects. Responsible for ensuring NSF funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecast on NSF funded programmes and projects. Perform expenditure verification and performance information verification related to projects and or the implementation of all management decisions.
- The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application.

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

**APPLICATIONS NOTE:**
- Forward your application to email address: DHET02012021@dhet.gov.za
- Ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver's licence (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application
was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer: Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**CLOSING DATE** : 12 February 2021

**POST 03/33** : DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY AND ANALYTICS (REF NO: DHET 03/01/2021)
Branch: National Skills Fund
Directorate: Strategy and Organisational Performance

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

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate bachelor’s degree/ advanced national diploma (NQF level 7) in relevant Information and Communication Information (ICT) related qualification or equivalent. A recognized qualification on NQF Level 8 in Information and Communication Technology or equivalent qualification will be a distinct advantage. The qualification should be coupled with at least 5 to 10 years’ work experience in Information and Communication Information and Analytics environment. At least 5 years’ working experience at middle management in a public service delivery environment or similar private sector environment is essential. Experience in managing Information Technology strategy and infrastructure. Good understanding of post-school education and training framework and Government wide legislation knowledge and prescripts, e.g. Skills Development Act and Skills Development Levies Act. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. General knowledge of National Archives and Records Service of South Africa Act, Electronic Communications and Transaction Act, and Promotion of Access to Information Act. Understanding of Corporate Governance and risk management of ICT Policy Framework. Knowledge of Public Service and National Skills Fund (NSF) mandate and strategies. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management and project management, including analytical capability and report writing. The position requires a dynamic individual with proven management, leadership and people management capabilities. Ability to lead a team and to develop support, monitor and evaluate the implementation of NSF business and policies as part of service delivery innovation; Good problem solving skills; client orientation and customer focus; good computer skills; Willingness to travel extensively and a valid driver’s license.

**DUTIES** : The scope of the Director’s work will include but not limited to: Oversee the Information and Communication Technology strategy; develop, implement and report on the NSF’s ICT strategy in line with strategic management plans and business process. Oversee ICT governance and risk management; develop a risk management and information security framework. Ensure compliance with relevant legislation and ICT frameworks. Develop and implement all ICT and analytics policies and procedures. Develop and implement the ICT and information disaster management framework and strategies to mitigate ICT risks. Oversee the NSF’s ICT infrastructure, systems and operations; review and manage the ICT infrastructure requirements and prepare a plan on how to address these. Evaluate overall ICT operations and recommend and implement the enhancements. Maintain and implement ICT systems such as Enterprise Resource Planning (ERP) System, Enterprise Content Management (ECM), System and Programme, Project and Portfolio. Oversee the NSF Enterprise Architecture tool; ensure the development and implementation of the Enterprise Architecture tool and perform the role of custodian to the NSF Enterprise Architecture tool. Oversee data management and ensure that data management facilities comply with legislative standards and requirements. Manage the resources of the Directorate-develop the operational plan for the Directorate and ensure its implementation and conduct
budgetary reviews, prepare monthly reports and presentations as required. Participate as an active member of the Directorate management team.

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

**APPLICATIONS**
Forward your application to email address: DHET03012021@dhet.gov.za

**NOTE**
Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s licence (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**CLOSING DATE**
12 February 2021

**POST 03/34**
DIRECTOR (REF NO: DHET 04/01/2021)
Branch: Technical and Vocational Education and Training
Directorate: Budget Planning and Management

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

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate bachelor's degree/ advanced national diploma (NQF level 7) or equivalent qualification in Accounting/Financial Management, or Public Finance Management. The qualification should be coupled with at least 5 to 10 years' work experience in budget/financial environment. At least 5 years’ experience at middle management is essential. A recognized qualification on NQF Level 8 in Accounting/Financial Management or equivalent qualification will be a distinct advantage. Knowledge of the PSET legislative frameworks, policies and regulations, Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Experience in Financial and budget expertise including dashboard reporting and analysis of results. Extensive experience in development and implementation of costing models. Excellent budget, accounting, project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver’s license.

**DUTIES**
The scope of the Director’s work will include but not limited to: Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and
reporting on the expenditure trends of the TVET College budgets; Analysis and reporting on the audited Annual Financial Statements of TVET Colleges; Reporting on the level of functionality of financial management systems in TVET Colleges; Research and analysis of emerging issues to inform the development and review of funding including adequacy and pro-poor funding models. Development and maintenance of a costing model for funding TVET Colleges. Coordinate the submission of Estimates of National Expenditure (ENE) inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the Chief Financial Officer (CFO). Design and update costing models for the monitoring of improved reporting through refinement of Standard Chart of Accounts. Monitor the budget allocations to TVET Colleges as well as National Dashboard reports. Serve in various committees as nominated by the Chief Director as and when required.

ENQUIRIES : Mr P Mtshali 0 Tel No: 12 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
APPLICATIONS : Forward your application to email address: DHET04012021@dhet.gov.za
NOTE : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s licence (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer: Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

CLOSING DATE : 12 February 2021
POST 03/35 : PRINCIPAL TVET COLLEGES (X4 POSTS)
Branch: Technical and Vocational Education and Training
SALARY : R1 057 326 per annum (Level 13), (All-inclusive Remuneration Package)
CENTRE : Post is based in Technical and Vocational Education and Training (TVET) College:
Ekurhuleni West TVET College (Ref No: DHET05/01/2021)
Lovedale TVET College (Ref No: DHET06/01/2021)
South Cape TVET College (Ref No: DHET07/01/2021)
Umfolozi TVET College (Ref No: DHET08/01/2021)
REQUIREMENTS : Minimum appropriate requirements are bachelor’s degree or an equivalent qualification (NQF Level 7) in Education, at least 5-10 years-experience in the Post Schooling Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A post-graduate qualification in education (NQF Levels 8-10) and / or a relevant industry expertise will serve
as an added advantage. Other requirements are extensive experience in the PSET institutional or academic management plus all of the following: institutional governance, financial management, corporate services management, a track-record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication and stakeholder management. Candidates should have a valid drivers' licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects and achievements.

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

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

**APPLICATIONS:**
Forward your application to email address indicated as per advert:
Ekurhuleni West TVET College: Forward your application to this email address: DHET05012021@dhet.gov.za
Lovedale TVET College: Forward your application to this email address: DHET06012021@dhet.gov.za
South Cape TVET College: Forward your application to this email address: DHET07012021@dhet.gov.za
Umfolozi TVET College: Please forward your application to this email address: DHET08012021@dhet.gov.za

**NOTE:**
Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect e-mail addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s licence (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates
for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer: Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**CLOSING DATE** : 12 February 2021

**OTHER POSTS**

**POST 03/36** : HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: MALUTI TVET/ CORP001/202

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

**CENTRE** : Corporate office (Maluti TVET College)


**DUTIES** : Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Annual Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Administration of the bursary programme. Compile and submit workplace skills plan. Compile and submit the employment equity plan. Maintain, monitor, co-ordinate and report on the implementation of the workplace skills plan. Assist with the identification of training and development needs of all staff members. Coordinate Performance Management and Development Processes. Train staff on HRD-policies. Attend to all HRD related enquiries. Supervision of junior staff in HRD section. Develop and implement HRD policies in conjunction with other role players.

**ENQUIRIES** : Mr HT Basson Tel No: (058) 303 1732

**APPLICATIONS** : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or Emailed applications will be accepted. Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: www.dhet.gov.za (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver’s licence and certified copy of ID not older than three months and detailed CV with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right
to withdraw the above mentioned position. Those who previously applied areencouraged to re-apply.

**CLOSING DATE** : 19 February 2021 at 13:00

**POST 03/37** : **PLACEMENT CLERK REF NO: MALUTI TVET/CEN001/2021**
College council appointment 1 year contract

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

**CENTRE** : Central Office (Maluti TVET College)

**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Excellent Computer Skills (MS Excel, MS Word, MS Power Point and Access). Unendorsed Valid Driver’s Licence. A recommendation: An appropriate 3 year relevant qualification. Ability to perform accurately and methodically under pressure. Verbal and written communication skills. Ability to work under pressure. Well organised disciplined, self-motivated, professional and mature. Strong administrative skills and an organised approach to his/her work. Ability to work to strict and agreed deadlines. Knowledge about SETA’s may be an added advantage. Relevant experience may also serve an added advantage.

**DUTIES** : To organise work placements and support students in the work placement process. To organise and attend placement visit to monitor the progress of students, and deal effectively with any issues/concerns that may arise. Assist with briefings on workplace process that pertains to students. To assist in the distribution of relevant documentation to providers concerning work placement. To assist in the development and maintenance of a database of appropriate employer commercial/industrial links. To assist with work placement correspondence and telephone enquiries internally and externally. To help monitor the progress of work placement throughout the College in liaison with the Work Placement Coordinator. To communicate effectively with the Work Placement Coordinator and appropriate team members. Supporting both paid internships/practicum and unpaid placements or assignments for various programs. Customizing student/employer matches by institution of competency modeling. Interviewing student to assist them with selecting the most suitable placement or experiential learning experience. Supporting faculty with student placement. Supporting faculty who are are implementing an experiential or service learning assignment in their courses. Support business and community agencies who provide service learning experiences for our students. Designing and implementing student work-readiness programs including resume writing, interview preparation workshops, etc. Organizing and conducting group orientation and networking events for all relevant stakeholders. Compiling and sharing of student experiences with all the relevant role-players. Compile and maintain a database of employers, student placement and experiential assignments. Write reports and assist with all other aspects of the internship and experiential program as required. Perform all ad hoc duties that might be assigned to the job holder.

**ENQUIRIES** : Mr HT Basson Tel No: (058) 303 1732

**APPLICATIONS** : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or Emailed applications will be accepted.

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

**CLOSING DATE** : 19 February 2021 at 13:00
POST 03/38 : CLEANER REF NO: DHET09/01/2021 (X4 POSTS)
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R102 534 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : ABET, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills.
DUTIES : Provision of cleaning services, rendering comprehensive cleaning services which includes; Cleaning offices, corridors, elevators and boardrooms by; sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
APPLICATIONS : Please forward your application to this email address:
DHET09012021@dhet.gov.za
NOTE : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s licence (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer: Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

CLOSING DATE : 12 February 2021
NATIONAL SCHOOL OF GOVERNMENT (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department.

APPLICATIONS: National School of Government, Private Bag X 759, Pretoria, 0001 or hand delivered at 70 Meintjies Street Sunnyside Pretoria 0001.

FOR ATTENTION: Ms Zoleka Lamati

CLOSING DATE: 12 February 2020 @ 16h00.

NOTE: Unemployed South African graduates/post graduates from accredited Higher Education Institutions who have not been exposed to work experience related to the area of study that they have completed and must have never participated in any Graduate Internship Programme in any government department are invited to apply for placement in the Graduate Internship Programme. Applications must be submitted on the new Z83 form and should be accompanied by certified copies of qualifications, ID as well as comprehensive CV in order to be considered. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The National School of Government reserves the right not to make a placement. Correspondence will be limited to shortlisted candidates only. E-mailed and faxed applications will not be accepted.

OTHER POST

POST 03/39: GRADUATE INTERNSHIP PROGRAMME 2021/2023

STIPEND: Graduate Interns will receive a stipend according to the level of qualification obtained
- R6083.70 per month, National Diploma
- R6083.70 per month, Bachelor's/Honours Degree
- R7510.65 per month, Master's Degree

CENTRE: Pretoria

REQUIREMENTS: Applications must be in possession of the following undergraduate or postgraduate qualifications to apply: Communications with focus on digital communication and social media, Graphic Design, Computer Science and Information Technology in Information Systems.

ENQUIRIES: Ms Matsoai Hlahane Tel No: (012) 441 6735
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

CLOSING DATE: 12 February 2021 @ 16:30 pm

WEBSITE: www.dpme.gov.za

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

POST 03/40 : ASSISTANT DIRECTOR: LABOUR RELATIONS, EMPLOYEE HEALTH & WELLNESS AND SPECIALISED SERVICES
REF NO: 003/2021
Sub-Directorate: Labour Relations and Employees Health & Wellness

SALARY : R376 596 per annum (Level 09) plus benefits.
CENTRE : Pretoria
REQUIREMENTS : A 3 year tertiary qualification (NQF 6) in Human Resource Management/Labour Law or related field with at least 5 years appropriate experience of which 3 years must be in a labour relations and employee health and wellness environment and 2 years at supervisory level. An NQF 7 qualification will serve as an added advantage. The ability to demonstrate sound knowledge of practices and policies (i.e. the Public Service Act, Labour Relation Act, Public Service Regulations and DPSA Determinations). High level of computer literacy and sound knowledge of the Microsoft Office suite. PERSAL training and excellent communication skills.

DUTIES : The successful candidate will be responsible for all aspects relating to Employee Health and Wellness and labour relations. Implement and monitor effective Employee Health and Wellness programmes in the department. Develop, revise and facilitate the approval of LR and Employee Health and Wellness policies. Management of Discipline and Misconduct in the department according to prescripts. Conduct or facilitate the investigations of all alleged cases of misconduct. Represent the department during disciplinary hearings. Manage employer-employee relations by ensuring that appropriate corrective measures are implemented. Facilitate the resolution of grievances in the department. Train staff on the Grievance procedure. Represent the department in disciplinary hearings. Capture the grievances on the internal grievance statistics template and Persal. Implement effective transformation and HIV programmes, diversity and employment assistance in the department. Promotion of gender mainstreaming within the department. Provide training on gender mainstreaming to all employees. Coordinate wellness management. Manage strike action within the department. Perform secretariat duties for the Departmental Bargaining Council (DBC). Effective coordination of collective Bargaining.

ENQUIRIES : Ms T Masinge Tel No: (012) 312 0461
ANNEXURE E

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.

APPLICATIONS
E-Mail To: advertisement05@dpsa.gov.za

CLOSING DATE:
15 February 2020

NOTE:
Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into a performance agreement with the immediate supervisor within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp

OTHER POST

POST 03/41
DEPUTY DIRECTOR: AFRICAN PEER REVIEW MECHANISM (APRM) NATIONAL

SALARY:
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 need within a framework.

CENTRE:
Pretoria

REQUIREMENTS:
Senior Certificate and a Bachelor Degree in International Relations or equivalent qualification at NQF level 7 in Public Administration / Management or Political Science / Sociology. A minimum of three (03) years’ experience on Middle Management level in a Public Policy, Community Development and/or Participatory Democracy and Government environment, with demonstrated capacity to plan, manage and deliver projects. A minimum of (05) years’ relevant functional experience implementing projects in public sector governance, public policy, intergovernmental or civil society contexts. Sound knowledge of government issues and priorities in strengthening governance. Strong knowledge and understanding of International Relations and African multilateral issues related to governance. Strong understanding of government policy making processes and in particular, public participation and citizen engagement processes. Familiarity with key research institutions, think tanks and civil society actors engaged in governance issues. Familiarity with basic requirements and protocols related to supportive services required by high level/Ministerial individuals. Ability to work in a team and with multiple stakeholders. Knowledge of Public Service prescripts. Ability to work under pressure and effectively prioritize multiple demands and to work in an accountable and transparent manner. Creative and able to apply innovative thinking. Computer literacy. Communication skills (verbal and written). Extensive research, writing and reporting skills. Analytical and problem solving skills. Presentation and public relations. Interpersonal skills, People management and financial management skills.

DUTIES:
To support the Director: APRM in facilitating processes to develop the APRM National Plan of Action (NPoA). Assist in the development of a system to
monitoring the implementation of a system of the APRM NPoA. Assist the Director: APRM in the coordination and establishment of inter-departmental mechanisms for (1) integrating into the NDP Outcomes and (2) reporting on the implementation of the National Plan of Action. Organize and conduct meetings with relevant government and non-state actors to support the harmonization of monitoring and reporting on the implementation of the AU Agenda 2063, the UN Agenda 2030 on Sustainable Development Goals (SDGs) and the APRM NPoA. Stakeholder Engagement and Communication Support in APRM Review Processes. Knowledge Management and Research Support. Monitoring and Reporting on the implementation of the NPoA. Assist in making inputs and drafting quarterly reports on the implementation of reviews and provide documentation of national and provincial civil society stakeholder engagements. Draft monitoring reports of inter-departmental and multi-stakeholder engagements. Project and administration management.

ENQUIRIES: Dr. Patrick Sokhela Tel No: (012) 336 1280
DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to regulate socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms L Mabunda

CLOSING DATE: 12 February 2021 at 16:00

NOTE: Applications must be submitted on new Z83 form, which can be downloaded at www.dpsa.gov.za-vacancies. Received applications using the incorrect application for employment (Z83) will not be considered. Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document that were certified not longer than six (6) months previously. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for Senior Management posts, the selection panel may 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. No appointment shall be made to any SMS post without the appointee completed the pre-entry certificate (Nyukela) and must be in possession thereof prior to taking up the post. Full details can be sourced from: http://www.thensg.gov.za/training-course/sms-pre-entry-programme. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to security vetting. The Department is responsible for coordination, enforcement and monitoring implementation of the National Strategic Plan on Gender-based Violence and Femicide (NSP on GBVF). For this purpose, the following fixed-term contract appointments, to provide technical and administrative support, will be made from assumption of duty till 31 March 2023. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply.

MANAGEMENT ECHELON

POST 03/42: DIRECTOR: GBVF SECRETARIAT REF NO: DWYPD/001/2021
SALARY: R1 057 328 per annum (Level 13), (all-inclusive remuneration package)
CENTRE: Arcadia, Pretoria
REQUIREMENTS: Appropriate undergraduate qualification (NQF level 7) in Social Sciences, Public Health or related disciplines. Post-graduate qualification (NQF level 8)
in Public Policy/Governance/Implementation Science will be an added advantage. Minimum of five (5) years’ relevant experience at middle/senior management level including field experience in the area of GBVF; integration of GBVF issues in policy and programming at national, provincial and local levels; in-depth knowledge and expertise on GBVF, research, practice, including national, regional and international instruments.

**DUTIES**: Core Functions
- Provide technical and administrative support to NSP on GBVF implementation; Manage regular reporting to the Chief Director: Governance Transformation, Justice and Security (GTJS); Manage the preparation of programme status reports for various entities; Manage the conceptualisation, and conducting of evidence based research in GBVF sector with the main goal of developing evidence based programmatic interventions to eradicate GBVF; Coordinate programming, resourcing and monitoring and evaluation coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework.

**ENQUIRIES**: Ms E Maluleke Tel No: (012) 359 0276

**OTHER POSTS**

**POST 03/43**
- **DEPUTY DIRECTOR: RESEARCH, MONITORING AND EVALUATION, GBVF SECRETARIAT REF NO: DWYPD/002/2021**
  (Contract post until 31 March 2023)
- **SALARY**: R733 257 per annum (Level 11), (all-inclusive remuneration package)
- **CENTRE**: Arcadia, Pretoria
- **REQUIREMENTS**: Appropriate undergraduate qualification (NQF level 7) in Social Science/Public Health or related discipline. Post-Graduate qualification (NQF level 8) in Monitoring and Evaluation will be an added advantage. Minimum of 5 years’ relevant experience of which 3 years were at supervisory level. Demonstrative experience in complex monitoring and evaluation systems and programmes; report writing for multi stakeholder teams; development of research proposals, conducting research and using research findings to inform programme plans and policies; development and implementation of monitoring and evaluation systems.
- **DUTIES**: Manage research on GBVF and write research reports; conduct monitoring and evaluation of GBVF initiatives implemented by various stakeholders and identify gaps and make recommendations to maximise effectiveness; develop manuals for capacity building on the NSP on GBVF, including the monitoring and evaluation framework; establish mechanisms for data collection and for coordinating reporting from various stakeholders; develop, review, and facilitate maintenance of NSP on GBVF monitoring and evaluation tools and systems; facilitate development of quality improvement (QI) and quality assessment (QA) systems and tools to support NSP on GBVF implementation.
- **ENQUIRIES**: Ms E Maluleke Tel No: (012) 359 0276

**POST 03/44**
- **DEPUTY DIRECTOR: COORDINATION AND STAKEHOLDER MANAGEMENT, GBVF SECRETARIAT REF NO: DWYPD/003/2021**
  (Contract post until 31 March 2023)
- **SALARY**: R733 257 per annum (Level 11), (all-inclusive remuneration package)
- **CENTRE**: Arcadia, Pretoria
- **REQUIREMENTS**: Appropriate undergraduate qualification (NQF level 7) in Social Science/Public Health or related discipline. Post-Graduate qualification (NQF level 8) in Governance and Management will be an added advantage. Minimum of 5 years’ relevant experience of which 3 years were at supervisory level. Demonstrative experience in coordination of multi-disciplinary stakeholders; organisation of multi stakeholder forums to operate efficiently and effectively towards the achievement of shared objectives; development of information systems and tools to enable seamless integration of multi stakeholder efforts; development of information, communication, education materials, and database management.
- **DUTIES**: Coordinate initiatives of NSP on GBVF stakeholders to ensure effectiveness and efficiency; develop systems and plans to ensure effective coordination of NSP on GBVF; coordinate programming, resourcing, monitoring coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework; assist in the monitoring of NSP on GBVF pillars operations; oversee the maintenance of the
database of stakeholders involved in GBVF sector; ensure effective participation of all sectors involved in NSP on GBVF; provide technical support to national, provincial and local NSP on GBVF Coordination Structures.

ENQUIRIES  
Ms E Maluleke  
Tel No: (012) 359 0276

POST 03/45  
SENior state accountant: management accounting  
REF NO: DWYPD/005/2021

SALARY  
R316 791 per annum (Level 08) plus benefits

CENTRE  
Arcadia, Pretoria

REQUIREMENTS  
Three (3) year diploma in Accounting or Financial Management or equivalent qualification (NQF level 6). Minimum of three (3) years’ experience in the full range of government finance functions, particularly in budgeting and expenditure environment. In-depth knowledge and understanding of government budget processes. Knowledge and experience in compiling of budgets, monitoring mechanism and detecting early warning signs of over/under spending. Sound knowledge of BAS, LOGIS and PERSAL. Sound knowledge of relevant legislations and prescripts and organising skills. Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

DUTIES  
To assist with the formulation and capturing of annual MTEF inputs. Capture and maintain the departmental budget on BAS. Effect changes through approved shifting and movement of funding on BAS. Compile monthly cash flow request as per prescripts. Compile statutory and regulatory financial reports i.e. IYM reports. Assist with and capturing of the annual ENE inputs as per prescripts. Compile monthly management reports. Preparation of the Interim Financial Statements and Annual Financial Statements. Attend to internal and external audit queries. Performing BAS Syscon function.

ENQUIRIES  
Mr Llewellyn Louw  
Tel No: (012) 359 0232
Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS : Head: Public Works, Human Resources Management Directorate, P.O Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted By Staff In Offices In The Building.

CLOSING DATE : 26 February 2021

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

MANAGEMENT ECHELON

POST 03/46 : CHIEF DIRECTOR: CORPORATE SERVICES REF NO: PWI 21/01 (X1 POST)

Directorate: Human Resources Management

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Head Office (Bloemfontein)

REQUIREMENTS : An appropriate NQF level 7 qualification in human resource management/ development/ public management or equivalent qualification as recognised by SAQA. Ten (10) years’ experience in human resource management or public administration with five years’ experience at senior management level in the human resource management environment. A valid driver’s licence (with exception of persons with disabilities). Excellent written and verbal communication skills; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. NB: Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Knowledge, Skills And Competencies: Knowledge of the Public Service Act, Labour Relations Act, Skills Development Act, PAIA, PAJA, POP1A BCEA, COIDA, resolutions General knowledge of HR-related standards, practices, processes and procedures. Specialised knowledge of personnel provisioning and utilisation processes, conditions of service and terminations, structure and functioning of the department, PERSAL, literacy and personnel information systems, collective agreements, codes of remuneration and public management finance. Excellent communication, change management, client orientation and customer focus, diversity management and risk management skills.
DUTIES: Develop and implement strategy and policies for HRM, Legal Services and Information & Communication Components. Manage the administration of HRM policies, procedure and programmes. Monitor the implementation of Organizational Efficiency, HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of departmental information technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage written contributions to departmental quarterly progress reports, annual reports, portfolio committees, budget speeches, annual performance plans. Advice and guide the HOD on matters relating to Corporate Services, such as Coordination, development of HRM delegations, recommend on discipline, grievances and dispute recommend on payment of merit awards. Manage resources in the Chief Directorate including financial resources.

ENQUIRIES: Mr ME Mohlahlo, Head of Department Tel No: (051) 492 3766

POST 03/47: CHIEF DIRECTOR: PROPERTY MANAGEMENT REF NO: PWI 21/02 (X1 POST)
Directorate: Property Management

SALARY: R1 251 183 per annum (Level 14), (An all-inclusive package). The remuneration package consists of a basic salary, the employer's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which can include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein
REQUIREMENTS: A Bachelor's degree in property/management field or equivalent qualification augmented by an extensive management background; Property Management experience. Appointment is subject to the following: SMS Competency Assessments, Performance Agreement, Vetting, SMS Contract and Annual Financial Disclosure. Excellent written and verbal communication skills. Driver license (code 8). Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made.

DUTIES: To oversee, plan, and co-ordinate the strategic management of immovable properties of the province which includes provision of accommodation for all provincial departments and other government institutions as well as acquisition and disposal of land and property. Oversee the implementation and maintenance of the strategic direction of property related issues to ensure alignment with the departmental business plan and strategic plan. Oversee the development and maintenance of the property management strategy and policies. Strategically manage the acquisition, registration and disposal of provincial land and property. Formulate and maintain integrated information systems on all properties. Manage the development and maintenance of the immovable asset and debtors registers. Oversee the management of the lease and rental of property including the management of contracts. Co-ordination of property services including the cleaning and gardening services. Assist in identifying revenue growth opportunities within government properties and optimize the operational expenditure. Formulate and manage the chief directorate's budget against its strategic financial objectives. Manage the human, financial and other resources allocated to the Chief Directorate.

ENQUIRIES: Mr ME Mohlahlo, Head of Department Tel No: (051) 492 3766

OTHER POSTS

POST 03/48: ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PWI 21/03 (X1 POST)
Directorate: Internal Audit

SALARY: R376 596 per annum (Level 09) A basic salary

CENTRE: Bloemfontein
REQUIREMENTS: A relevant tertiary qualification in Auditing and/or Accounting at NQF level 7. Good understanding of the Audit process and Audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. Knowledge of Teammate will serve as an advantage. Knowledge of
the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of internal audit standards. Registration with the IISA will be a strong recommendation. Computer skills (MS Word, Excel, Power-point, etc) Recommendations: Completion of the Professional Internal Auditing (Including IAT learnership from the Institute of Internal Auditors (SA)(IIASA)) plus 5 years internal audit experience, 2 of which should be at a supervisory level.

**DUTIES**: The incumbent of this post is expected to supervise and execute internal audit assurance and consultancy engagements to support the implementation of the approved Internal Audit Operational Plan, providing assurance on governance, risk management and control processes in accordance with IIA Standards and legislative framework. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collect information and compile reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Supervise employees to ensure effective internal audit service. Manage and transfer auditing skills to junior Internal Auditors.

**ENQUIRIES**: Ms R Mocwaledi, Chief Audit Executive Tel No: (051) 492 3817

**POST 03/49**:

**SENIOR INTERNAL AUDITOR REF NO: 21/04 (X1 POST)**

Directorate: Internal Audit

**SALARY**: R316 791 per annum. (Level 08) (A basic salary)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: A national diploma/degree in Auditing/Accounting or equivalent qualification. Good understanding of the audit process and audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. 3 years Internal Audit experience. Registration with the IISA and/or knowledge of Teammate will serve as an advantage.

**DUTIES**: Assist the audit managers in the development of audit plans. Execution of the audit programmes on control and governance processes associated with the activities under review. Participate in entrance and exit conference meetings. Compilation of adequate audit working papers as well as review of junior officials’ work. Perform audits of the department in accordance with the audit methodology. Documenting field work on audits. Assisting in ensuring effective and efficient audits by keeping time records. Execute compliance audits. Prepare and present reports on compliance audits. Conduct follow up audits. Summarise audit findings and develop conclusions on audit findings for presentation to clients. Supervise and transfer auditing skills to Internal Auditors

**ENQUIRIES**: Ms R Mocwaledi, Chief Audit Executive Tel No: (051) 492 3817
<table>
<thead>
<tr>
<th>POST 03/50</th>
<th>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: TDHS/A/2021/01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>Grade 1: R713 361 per annum (all-inclusive remuneration package)</td>
</tr>
<tr>
<td>Centre:</td>
<td>Bronkhorstspruit Hospital</td>
</tr>
<tr>
<td>Requirements:</td>
<td>The candidate must have a master’s Degree in Clinical Psychology and current registration with the Health Professions Council of South Africa (HPCSA) in the appropriate category. Broad experience working in a psychiatric setting is required. Knowledge of and experience in working with a wide range of patients, particularly with children, adolescents, and their families and/or caregiving organization is necessary. In-depth knowledge of and experience with complex trauma as well as psychopathology within individuals and within systems is required. Experience in psychometric assessment, different forms of individual and group therapy, and parent counselling is necessary. Supervising, lecturing and training skills are also required. The candidate must be abreast of the Mental Health Care Act and the Children’s Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. The candidate must be computer literate and in possession of a valid driver’s license.</td>
</tr>
<tr>
<td>Duties:</td>
<td>Psychometric evaluation and the provision of suitable therapeutic modalities and interventions. The training and supervision of psychology interns, psychiatric registrars, medical students, and nursing staff. The candidate will work within –and at times lead – a multidisciplinary team. The candidate will assist in coordinating, developing and promoting service delivery where relevant in the hospital. The candidate will collaborate with and participate in Hospital Committees and the broader academic circuit. They will also serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals. They will be expected to attend and participate 134 in all relevant ward rounds and meetings. The candidate will need to have knowledge of the local mental health care environment and the ability to identify, implement and provide outreach services to the surrounding community.</td>
</tr>
<tr>
<td>Enquiries:</td>
<td>Mr. Oupa Nama Tel No: (012) 451 9265</td>
</tr>
<tr>
<td>Applications:</td>
<td>Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit, 1020.</td>
</tr>
<tr>
<td>Note:</td>
<td>Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>12 February 2021</td>
</tr>
</tbody>
</table>
DUTIES: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-Pele principles. Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Liaise the Sub-District, District and all other essential stake-holders.

ENQUIRIES: Mr. SR Makua Tel No: (012) 451 9121 / 079 872 6077

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

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

CLOSING DATE: 12 February 2021

POST 03/52: OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/03 (X1 POST)

Directorate: Nursing

SALARY: R562 800 – R633 432 per annum (Plus Benefits)

CENTRE REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services
Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A valid driver’s license is essential. Demonstrate knowledge of legislations relevant to health care services.

DUTIES: Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient’s rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.

ENQUIRIES: Mr. SR Makua Tel No: (079) 872 6077

APPLICATIONS: documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001.

NOTE: NB!! Shortlisted Candidates will be assessed for computer competency. Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/53: ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: TDHS/A/2021/14 (X1 POST)

Directorate: X-Ray

SALARY: R517 326 – R574 158 per annum (Plus benefits) (including benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five ((5) years must be appropriate Managerial/supervisor. Current registration with HPCSA for 2019/2020. Knowledge, skills, training and competencies required. Sound knowledge of specialized and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms. Word, Ms. Excel). Compliance with budgeting, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance 47 and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES: Support the Radiographer Supervisor to meet the objective of the department. Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centered Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost center. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and
students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES:
Mr. Mokhopa Tel No: (012) 451 9107

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

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

CLOSING DATE:
12 February 2021

POST 03/54:
CHIEF OCCUPATIONAL THERAPIST REF NO: TDHS/A/2021/04
Directorate: District Health Services - Rehabilitation

SALARY:
Grade 1: R466 119 per annum plus service benefits
Grade 2: R532 959 per annum plus service benefits

CENTRE:
Tshwane District Health Services

REQUIREMENTS:
Appropriate degree in Occupational Therapy, Current registration with HPCSA,
Grade 1: Minimum of 10 years’ experience working as an Occupational Therapist after registering with HPCSA. Relevant experience in management of personnel and financial management. Valid code 8/10 driver’s license.

Grade 2: Minimum of 5 years’ experience working as a Chief Occupational Therapist after registering with HPCSA. Relevant experience in management of personnel and financial management. Valid code 8/10 driver’s license. Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES:
Render occupational therapy service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health. Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator. Establish good working relationship with other stake holders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and Rehab forums. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES:
Mr Lawrence Shirimane Tel No: (012) 451 9026 / 071 673 6793

APPLICATIONS:
Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lilian Ngoyi Street, Pretoria, 0001.

NOTE:
Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE:
12 February 2021
POST 03/55: CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2021/15 (X8 POSTS)

Directorate: X-Ray

SALARY: Grade 1: R466 119 – R517 326 per annum (including benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of 5 (five) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2020/2021. Experience in Digital Radiography and hands-on experience on Radiology Specialties in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (MS Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES: Render effective patient centered Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist 48 with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES: Mr. Mokhopa Tel No: (012) 451 9107

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

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

CLOSING DATE: 12 February 2021

POST 03/56: PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIVES) REF NO: TDHS/A/2021/06 (X6 POSTS)

Directorate: PHC

SALARY: Grade 1: R383 226 – R579 696 per annum. plus benefits

CENTRE: Tshwane District Health Services Sub-district 5,6&7

REQUIREMENTS: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/ Requirements: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night)
**DUTIES**

Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.

**ENQUIRIES**

Dr. Mpho Moshime-Shabangu Tel No: (012) 451 9004

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE**

12 February 2021

**POST 03/57**

PROFESSIONAL NURSE SPECIALTY THEATER REF NO: TDHS/A/2021/07 (X1 POST)

Directorate: Nursing

**SALARY**

Grade 1: R383 226 - R444 276 per annum

**CENTRE**

Bronkhorstspruit Hospital

**REQUIREMENTS**

Basic qualification accredited with SANC. Registration with the South African Nursing Council and have valid SANC Receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. At least 5 years of the period referred to must be appropriate/recognizable experience after obtaining the post basic qualification in relevant specialty. Valid South African ID/ and valid passport. Computer literacy. Knowledge of all legislation relevant to health care service.

**DUTIES**

The incumbent will work under direct supervision of the operational manager in his/her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/her area. Promotion of professionalism and leading by example by all times. Co-ordination of activities of other health team members. The incumbent will be a shift leader to the nursing team and relieving of the operational manger. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

**ENQUIRIES**

Mr. Oupa Nama Tel No: (012) 451 9265

**APPLICATIONS**

Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit, 1020.

**NOTE**

A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You must be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of
1993. Shortlisted candidates will be subjected to a physical interview and 149 practical skills assessments. No telephonic interview will be allowed. No faxed or emailed application will be considered.

**CLOSING DATE** : 12 February 2021

**POST 03/58** : RADIOGRAPHER REF NO: TDHS/A/2021/16 (X83 POSTS)
Directorate: X-Ray

**SALARY** : Grade1: R317 976 - R361 872 per annum (including benefits)

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : Three (3) years degree/diploma in diagnostic radiography (B.Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner must be post community service as required by the professional council and no experience is required. Excellent time management skills, written and verbal communication skills and report writing. Good interpersonal skills. Knowledge of public service legislations, policies and procedures. Knowledge of current DOH guidelines and policies governing the health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is essential.

**DUTIES** : Provide and participate in 24 hrs. High quality radiographic service and ultrasound services. Supervise community service workers and participate departmental quality assurance. Participate and facilitate in CPD as required by the HPCSA. Adhere to Batho Pele principles. National core standards, quality assurance and other public service policies and acts. Carry out duties delegated by the departmental management. Must be a team player within the department institution.

**ENQUIRIES** : Mr. Mokhopa Tel No: (012) 451 9107

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

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

**CLOSING DATE** : 12 February 2021

**POST 03/59** : DIETICIAN REF NO: TDHS/A/2021/08
Directorate: Food Service Unit

**SALARY** : Grade 1: R317 976 per annum (plus benefits)

**CENTRE** : Bronkhorstspruit Hospital

**REQUIREMENTS** : BSc in Dietetics and registration with HPCSA as Dietician and Completion of Community Service year as required. Leadership skills, good communication skills, problem solving and conflict resolution.

**DUTIES** : Manage food and nutrition service. Manage activities within budget and provide quality standard of service. Compile monthly expenditure report of unit. Plan and implement normal and therapeutic menus. Plan and implement standardized recipes. Oversee proper ration scale is adhered to. Costing of menus, recipes and special diets. Management of storage of perishable and non-perishable supplies. Management of infection control and adherence to hygienic standards required by departmental guidelines. Monitor plate wastage and carry out opinion surveys to improve client satisfaction. Develop and implement guidelines necessary for the unit. Understanding of acts. Provide continuous training to foodservice staff. Host daily production meetings to plan for the day. Develop performance contracts for supervisor(s) and foodservice aids reporting to you. Attend relevant meetings. Plan and implement nutritional care plans for patients. Work hand in hand with hospital dieticians. Collaborate with facilities and district office.

**ENQUIRIES** : E Mr. Oupa Nama Tel No: (012) 451 9265

**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit, 1020.
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/60: PHYSIOTHERAPIST REF NO: TDHS/A/2021/09
Directorate: District Health Services – Bronkhorstspruit Hospital

SALARY: Grade 1: R317 976 per annum (Plus benefits)

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: Bsc Physiotherapy degree/equivalent and experience of one-year post community service. Certificate of registration with HPCSA and current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must be computer literate.

DUTIES: To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards.

ENQUIRIES: Mr. Oupa Nama Tel No: (012) 451 9265

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit 1020

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

CLOSING DATE: 12 February 2021

POST 03/61: SOCIAL WORKER GRADE 1 REF NO: HRM 3/2021 (X1 POST)
Directorate: Social Work

SALARY: R257 592 - R298 614 per annum (Plus Benefits)

CENTRE: Sterkfontein Psychiatric Hospital

REQUIREMENTS: A Recognized four-year degree in social work. Registration with the SA Council for Social Services Profession and the proof of current registration. Knowledge/Experience regarding Health Care Social Work will be an added advantage. Applicant must be able to function within a multi-disciplinary team. Applicant be willing to rotate between different wards in the hospital. A driver’s license is compulsory.

DUTIES: Render comprehensive health care Social Work Services incorporating case and group work to patients and their next of kin. Render Social Work Service in a mental health setting. Participate in community work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as a member of a multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols, engage in communion’s profession development activities. You will be required to attend ward rounds, conduct home visits, as sees home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate Social Work values and the Principles of Human Right and Social Justice. Must have a basic understanding of the Mental Health Care Act.

ENQUIRIES: Ms. R. Reddy Tel No: (011) 951-8298

APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 12 February 2021 Time: 12h00

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POST 03/62: COMMUNITY LIAISON OFFICER REF NO: TDHS/A/2021/10 (X2 POSTS)
Directorate: HIV/AIDS/STI & TB (HAST)

SALARY: R257 508 – R303 339 per annum (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: A degree in Health and Social Science. A minimum of 3 years working experience within the HAST environment. Good communication skills. Computer literacy. Ability to function under pressure. A valid Driver’s license.

DUTIES: Provide technical support and mentoring for facility-based community Health Workers (CHWs) and those placed at DoH funded NPO’s (HTS and Hospices). Ensure that allocated targets are met. Liaise with WBCT teams’ leaders at Sub-District level. Ensure counselling complies with quality assurance protocols (RTCQI, Proficiency testing and facility accreditation). Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Program meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with other intergovernmental departments, NPO’s, private sectors and CBO’s. Coordinate the implementation of NSP 2017-2022 and HTS policy including VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen Condom Distribution in all Primary Distribution Sites (PDSs) within Tshwane Sub-Districts. Monitor and conduct support visits to DoH funded HTS NPO’s on monitoring of budget and program compliance. Compile and submit reports (monthly, quarterly and annually) for the HTS, HTA, NPO Claim and Monitoring tool reports. Identify training needs for CHWs.

ENQUIRIES: Mrs W Moripe Tel No: (012) 451 9022 / 9043
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1st Floor Reception.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Departments. Certified copies of all required documents must be attached. No copy of copy.

CLOSING DATE: 12 February 2021

POST 03/63: RISK MANAGEMENT OFFICER REF NO: HRM 3/2021 (X1 POST)
Directorate: Risk Management and Internal Control

SALARY: R257 508 per annum (Level 07) (Plus Benefits)
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Grade 12 and National Diploma NQF 6/Degree NQF6/7 IN Internal Auditing, Accounting or Finance with one (1) year experience in the relevant field, or Grade 12 with three to five (3-5) years’ experience in the relevant field. Knowledge and understanding of the Public Finance Management Act, Treasury Practice Notes, Supply Chain Management. Knowledge of auditing standards. Computer literacy (MS Office-Excel, Word and PowerPoint). Good Communication Skills both written and verbal, Good Interpersonal relation skills.

DUTIES: Coordinate and facilitate the Audit process both External and Internal. Track, update and monitor audit action plans. Scheduling of entry meetings. Conduct regular internal control assessment in all units. Conduct and consolidate quarterly Key control in all units and report to management. Strengthen the institutional administrative capacity by proving information, guidance, assistance and training on Internal Control Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist management in reviewing administrative procedure, internal controls throughout the institution. Examining all findings and recommendations by the Internal Audit and Auditor General relating to control and necessary, intervening to ensure prompt implementation of corrective measures.

ENQUIRIES: Mr. B.H. Shuping Tel No: (011) 951-8349
APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 12 February 2021 Time: 12H00
## POST 03/64
**ADMIN OFFICER FMU REF NO: HRM 2/2021 (X1 POST)**

**Directorate:** Administration

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

**CENTRE:** Sterkfontein Hospital

**REQUIREMENTS:**
- Grade 12 with a minimum of 3 years’ experience in a Facility Department or Degree/Diploma in Facility/Building/Project Management with a minimum of 2 years’ experience in Facility Management. Driver’s Licence. Knowledge of PFMA, OHSA, GIAMA, and Government Policies which include SCM processes and any other prescripts. Knowledge of e-Maintenance System, Building Maintenance and Regulations. Computer skills, planning and organising skills, problem solving and coordinating skills. Supervision skills, Communication skills (written and verbal) and the ability to work under pressure.

**DUTIES:**
- Implement Policy guidelines, norms and Standards according to regulatory frameworks. Conduct Building Inspections. Ensure maintenance of statutory services. Manage onsite contractors and liaison with all stakeholders. Ensure equipment are fully functional i.e. Main Kitchen equipment, air conditioning, fire equipment and etc. Verify calls logged on E-maintenance System. Scrutinize/verify specifications from DID and report any findings to FMU Manager. Implement maintenance Policy. Order day to day maintenance material. Draft specifications for small works in accordance to client’s request. Supervise staff and handle administration functions within the Unit inclusive of Grounds Division. Attend meetings, compile reports, motivations and submissions. Compile action plans for all FMU related findings.

**ENQUIRIES:**
Mr. K. Modisane Tel No: (011) 951-8252

**APPLICATIONS:** Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE:** Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE:** 12 February 2021 Time: 12H00

## POST 03/65
**OCCUPATIONAL THERAPY ASSISTANT/TECHNICIAN (OTA/OTT) REF NO: TDHS/A/2021/12**

**Directorate:** District Health Services - Rehabilitation

**SALARY:**
- Grade 1: R210 567 per annum (plus benefits)
- Grade 2: R248 034 per annum (plus benefits)

**CENTRE:** Tshwane District Health Services

**REQUIREMENTS:**
- Diploma in OTA/OTT. Current Registration with the Health Professional Council of South Africa as an Occupational Therapy Technician/Assistant.
- Valid driver’s licence. **Grade 2:** 5 years’ experience working as Occupational Therapy Assistant/Technician. A valid code 8/10 drivers licence. Other Skills: Excellent communication skills, verbal and written. Good interpersonal relations.

**DUTIES:**
- Rendering Occupational Therapy Assistant/Technician services in the district under the supervision of an Occupational Therapist that complies with norms and standards as indicated by the Health Department. Provide community Occupational therapy assistant/technician services with the focus on health promotion, prevention and intervention. Issuing of wheelchairs. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. The candidate must have better understanding of quality assurance audit tools, national rehabilitation policy and National Core Standards. Complete stats and annual and monthly reports. Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders.

**ENQUIRIES:**
Mr Lawrence Shirimane Tel No: (012) 451 9026/071 673 6793

**APPLICATIONS:** Application documents must be submitted to Tshwane District Health Services, Fedsure building, 268 Lillian Ngoyi street, Pretoria.

**NOTE:** Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE:** 12 February 2021
ARTISAN REF NO: TDHS/A/2021/13

SALARY: R173 703 per annum (plus benefits)
CENTRE: Bronkhorstspruit Hospital
REQUIREMENTS:
Grade 10 or equivalent qualifications. An appropriate Trade Test Certificate. 2 years’ experience A Valid Driver’s License. The offer is based on recognition of experience after Trade Test certificate (Proof of recognized experience must be attached). Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Skills planning and organizing, verbal and written communication and computer literacy skills. Supervising skills. Advance analytical thinking, interpretation and decision-making skills.

DUTIES:
Administrates safe keeping of relevant technical documentation, undertaking job assessments. Perform specific task as required by the hospital. Determine material requirements. Validate availability of tools and material before commencing. Validate that job requisitions are signed off and handed back. Ensure that areas where to work has been carried out are left clean. Keeping record of the job cards and follows up on outstanding work. Report on schedules. Make inputs to specifications. Draw up maintenance schedules. Record keeping of maintenance schedules. Provide support to Tradesman Aid. Undertake research and literature studies. Apply research findings in the work environment. Assist with budgeting and expenditure control. Apply code of conduct. Supervising and training subordinates.

ENQUIRIES:
Mr. Oupa Nama Tel No: (012) 451 9265
APPLICATIONS:
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit 1020

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

CLOSING DATE:
12 February 2021

ASSISTANT MANAGER NURSING REF NO: STDH/00033 (X1 POST)

SALARY: R173 703 – R204 612 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS:
Grade 12/Standard 10. Basic Qualification in terms of Government Notice 425 i.e. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC. Minimum of eight (8) years recognized experience in general Nursing after registration with SANC as a professional Nurse. At least 3 years of the period referred to the above must be recognizable experience at management level. Experience in quality improvement of clinical services and Quality Assurance environment. Qualification/certificate in Quality Management will be an added advantage. Strategic planning, project management, policy analysis and development, financial management. Computer literacy. A valid Driver’s license. Comprehensive knowledge and understanding of National Health Act, Norms and Standards, Ideal Clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information System’s and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

DUTIES:
Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/ plans, provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set strategic goals and objectives. Coordinates, investigation, management and reporting of complaints and patients Safety Incidences in the institution. Ensure compliance to IHRM in the institution and
implementation thereof. Participate in Ethics committee and facilitate trainings on Quality assurance and professional code of conduct. Participate clinical audit. Serve on institutional committee for selected institutional clinical audit projects, PSI, DPOS and PEC. Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to improve Clients satisfaction, Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to Quality Improvement Plans and SOP’s. Collate and analyze data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Support the institution efforts towards reducing the transmission of COVID -19. Establish, maintain and participate in interprofessional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical areas and compliance with Norms and Standards. Participate in some Hospital committees as delegated.

ENQUIRIES : Ms BM Rikhotso Tel No: (011) 531 – 4304/ 4302
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

CLOSING DATE : 12 February 2021

POST 03/68 : ADMINISTRATION CLERK REF NO: STDH/00034 (X1 POST)
Directorate: Nursing Administration

SALARY : R173 703 – R204 612 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 or equivalent. Computer literacy certificate. Qualification in Office Administration or Public Management and experience in administration environment will be an added advantage. Excellent telephone etiquette and interpersonal skills. Knowledge on minutes taking and document management skills. Basic knowledge of financial and costing management or administration, report writing skills, stock control and management. Knowledge of policies, procedures and Acts of public service administration Must be able to work with the public and other stakeholders, internally and externally. High level of reliability, confidentiality and professionalism. Must be willing to rotate and able to work under pressure. Must be able to perform record management and document electronic filing.

DUTIES : Administration procedures related to Nursing administration. Registration and release of documents from the office. Ensure effective and correct flow of information and documents to and from the responsible office. Perform all relevant administration duties allocated by the manager. Provide administrative support in the clinical and nursing department. Compile, type and distribute correspondence, reports and documents. Attend meetings and take minutes as approved by the manager. Receive and consolidate reports from various clinical and Nursing departments. Screen and transfer telephone calls and handle enquiries from internal and external clients.

ENQUIRIES : Ms LM Mokoena Tel No: (011) 531 – 4365
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a NEW completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to
CLOSING DATE : 12 February 2021

POST 03/69 : STAFF NURSE REF NO: STDH/00035 (X2 POSTS)
Directorate: Nursing

SALARY : R171 381 – R192 879 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12/Matric with two year Enrolled Nurse certificate that allows registration with the South African Nursing Council (SANC) as Enrolled nurse. Proof of current registration with the South African Nursing Council as Enrolled Nurse. Experience as a Nurse will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills. Knowledge of nursing care processes and procedures, Quality assurance, patients experience of care, patients’ safety, infection control and other relevant legal frame works e.g. Ideal Hospital Realization. Good ethical practice and caring attitude.

DUTIES : Ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Ensure that the national core standards (Ideal Hospital realization) are maintained and upheld. Maintain professional growth /ethical standards and self-development.

ENQUIRIES : Ms BM Rikhotso Tel No: (011) 531 – 4304/ 4302
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

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

CLOSING DATE : 12 February 2021

POST 03/70 : ENROLLED NURSE REF NO: HRM 4/2021 (X3 POSTS)
Directorate: Nursing Services

SALARY : R171 381 - R192 879 per annum (Plus Benefits)
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Certificate as Enrolled Nurse. Current registration with the South African Nursing Council. Must have passion for nursing Psychiatric patients. Ability to be a team player, good interpersonal and communication skills. Able to handle pressure. Knowledge of the Nursing Act, National Core Standards, Ideal Hospital Framework, and Public Service Regulation, Patients’ Rights Charter, Batho Pele Principles and other legislative frame. Working with psychiatric patients will be an added advantage.

DUTIES : Assist with activities of daily living (maintain hygiene, provide nutrition, and assist with mobility and elimination processes). Provide elementary clinical care. Measure, interprets and record vital signs, administration of oral medical and injections under direct Supervision of a Registered Nurse. Escort patient for clinical investigations when required. Conduct health education and other group activities for patients. Participate in Infection Prevention and control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in Service Training as required. Relieve in other wards, when necessary.

ENQUIRIES : Ms. M. Sono Tel No: (011) 951-8202
APPLICATIONS : Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 12 February 2021 Time: 12H00

POST 03/71 : HEALTH PROMOTER MAMELODI UBUNTU CLINIC AND SOSHANGUVE

CHC 3 REF NO: TDHS/A/2021/14 (X2 POSTS)

Directorate: Health Promotion

SALARY : R145 281 - R171 138 per annum (Level 04)

CENTRE : Tshwane District Health Services

REQUIREMENTS : Grade 12 with proven community work experience. Valid drivers license. Other Skills / Requirements: The candidate should be an excellent communicator and public speaker. Should be able to speak the local languages. Be able to write reports.

DUTIES : Give health education and public talks at a Health Facility and in various community settings e.g. Schools, churches and community halls. Facilitate community dialogues on healthy lifestyles. Establish physical activity groups in the community. Implement community projects and campaigns. The candidate should be willing to work on public holidays, weekends and after hours.

ENQUIRIES : Mr. M. Masubelele Tel No: (012) 451 9047

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

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

CLOSING DATE : 12 February 2021

POST 03/72 : ENROLLED NURSING ASSISTANT GRADE 1 REF NO: HRM 1/2021

Directorate: Nursing Services

SALARY : R132 525 - R149 163 per annum (Plus Benefits)

CENTRE : Sterkfontein Psychiatric Hospital

REQUIREMENTS : Grade 12, or equivalent qualification. Certificate as Enrolled Nursing Assistant and current registration with the South African Nursing Council (SANC). Passion for working with mentally ill patients. Ability to work within a team and independently. Good interpersonal and communication skills. Knowledge of National Core Standards, Public Service Regulations, Batho-Pele Principles, Regulation and Patients’ Rights Charter. Previous Psychiatric experience will be an added advantage.

DUTIES : Provide elementary Nursing Care by assisting patients with activities of daily living: i.e. maintaining good hygiene, nutrition, maintaining good sleep, measure and record vital signs. Assist with the preparation of patients, diagnostic, surgical, and other medical procures. Escort patients for clinical procedures. Participate in the Health Education groups and other Multi-disciplinary team programs as delegated by the Supervisor. Maintain Professional Conduct as required by the Public Service Code of Conduct and S.A.N.C. Attend In-Service Training and self-development Courses. Participate in Hospital committees as required. Report and record of activities as per Nursing Prescripts. Preferably male Nurses of any race, to meet equity and address the needs of the patients.

ENQUIRIES : Ms. M.M. Sono Tel No: (011) 951-8202

APPLICATIONS : Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 12 February 2021 Time: 12H00

POST 03/73 : LAUNDRY AID REF NO: ODI/19/01/2021/01

SALARY : R102 534 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 9 or Abet level 4 with 2 years’ experience working in the hospital laundry, ability to read and write, Good communication skill, ability to work under
DUTIES: Sorting, counting of soiled linen and clean linen, offloading and loading of the truck, preparation of washing, ironing, folding of linen, collecting and delivering of clean linen to the different wards including stock taking, cleaning of laundry surface and working area by following standard operating procedure. Ensure that laundry equipment’s and adequate suppliers are properly maintained, and any other duties as delegated by the supervisor. Adhere to Occupational Health and Safety requirements.

ENQUIRIES: Ms. Dantjie Karabo Tel No: (012) 725 2442

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

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

CLOSING DATE: 12 February 2021
candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 03/75

CHIEF DIRECTOR: CORRIDOR COORDINATION REF NO: REFS/007831

Directorate: Corridor Coordination

SALARY

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

CENTRE

Johannesburg

REQUIREMENTS


DUTIES

Identify support and develop strategies that will promote improvement of service delivery within the Arts and Culture and Sport and Recreation core programmes in communities, successfully. Manage the implementation of sport development and talent identification and sport and community recreation programmes Implementation of school sport, arts and culture programmes. Manage activities that promote social cohesion and stakeholder liaison and technical inter-governmental relations in the Corridors. Provide regular reports to line and strategic managers. Monitor heritage and museums structures. Formulate, identify support and develop strategies that will promote improvement. Formulate partnerships with Municipalities.

ENQUIRIES

Ms. Christinah Molubi Tel No: 011 355 2606

NOTE

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: https://www.thensg.gov.za. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 03/76

DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: REFS/007826

Directorate: Risk and Integrity Management

SALARY

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

CENTRE

Johannesburg

REQUIREMENTS


DUTIES

Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management. Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the
coordination and facilitation of internal and external audit process. Monitor implementation of internal audits, auditing systems contributing to the improvement of departmental operational management tools by assessing audit outcomes. Oversee the implementation of business continuity plan. Establish and maintain integrity management services.

ENQUIRIES: Ms. Christinah Molubi Tel No: 011 355 2606
NOTE: 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: https://www.thensg.gov.za. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 03/77: DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/007827
Directorate: Human Capital Management
SALARY: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
DUTIES: Develop and implement policies, procedures and guidelines to ensure effective and compliance HRM, HRD, EHWP and ER processes. Develop and implement human resources strategy. Monitor organizational functionality and effective changes where necessary. Render advice to management on HIV/AIDS and EAP trends within the Department. Develop, implement and coordinate employee wellness programs including HIV / AIDS. Implement capacity development programs including induction and orientation program. Effective co-ordination and implementation of performance management system. Implement learnership and internship program. Develop and implement Human Resource Delegations. Develop an effective retention strategy. Manage the organizational design of the Department.

ENQUIRIES: Ms. Christinah Molubi Tel No: 011 355 2606
NOTE: 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: https://www.thensg.gov.za. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

OTHER POST

POST 03/78: SENIOR LEGAL ADMINISTRATIVE OFFICER: MR-6 (OSD) REF NO: REFS/007828
Directorate: Legal Support Services
SALARY: R763 212 - R1 140 828 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: The successful candidate should have a Matric plus Bachelor ‘s Degree in Law (NQF Level 7) / LLB Degree or equivalent qualification in Law and must be admitted to practice as an advocate or attorney. At least 8 years post qualification legal experience. Valid driver’s license. Knowledge: Public Service Act; Public Finance Management Act; Promotion of Administrative Justice Act; Promotion of Access to information Act; Knowledge of SACR related
legislations administered by the department and its entities and their application to the SACR; Understanding of South African laws and regulations; Knowledge of and exposure to constitutional law, administrative law, and other laws applicable in the Public Service environment. Skills: Excellent communication (written and verbal); Excellent interpersonal skills; Exceptional organizing and planning skills; Ability to work independently; Excellent time management; Innovative; Problem solving, and results orientated; Attention to detail and computer literacy.

**DUTIES:**
Provide accurate and easily comprehensive legal comparative studies of policies; Facilitate co-operation in the domain of regulatory policy making, with the state law advisor office, entities, industry stakeholders. Provide legal advice in order to raise legal issues, in particular for the Department / Government. Represent legal interested the department in the fields of copyright, intellectual property. Monitor legislature processes affecting the department. Attend hearings, committee discussions and other events at the Gauteng Legislature. Draft legal opinion and legal policy reports; Liaise with SACR entities, State Law Advisor office and partner departments and organizations on SACR legal matters; Draft and edit regulatory policy documents for the Department. Conduct legal and regulatory policy research; Analyze proposed regulatory policies and evaluate the effects and validity of existing policies and report findings in relation to current and future policy outcomes of the Department.

**ENQUIRIES:**
Ms. Christinah Molubi Tel No: 011 355 2606
ANNEXURE I

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS

All applications should be forwarded to, Department of Community Safety and Liaison, Private Bag X 9143, Pietermaritzburg, 3200 or hand-delivered to, 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION

Ms. D.P Chalmers

CLOSING DATE

12 February 2021

NOTE

Applications must be submitted on the amended (i.e. the new Z83) form and should be accompanied by certified copies of qualifications, drivers' license, Identity Document together with comprehensive curriculum vitae. Faxed applications will not be considered. All fields in the amended (i.e. new Z83) form are mandatory and must be completed in full and the form must be initialed on each page and signed at the back in order for an applicant to be considered for any post. Should an application be received using the old employment form (Z83), it will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction will be disqualified. Candidates will undergo a compulsory Competency assessment and a technical exercise. Applicants with disabilities are also encouraged to apply.

MANAGEMENT ECHELON

POST 03/79

DIRECTOR: CORPORATE SERVICES REF NO: CSL01/2021

Re-advertised and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY

R1 057 326 per annum (An all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE

Pietermaritzburg

REQUIREMENTS


DUTIES

To provide corporate support services. Provide strategic direction for the Directorate and ensure development of effective Human Resources, Communication, Information Technology and Auxiliary services policies, guidelines, norms and standards. Manage the provisioning of human resources. Manage the provisioning of Information Technology. Promote the strengthening and maintenance of vibrant relationships with stakeholders.
Oversee the management of Auxiliary Services. Ensure effective management of resources for the Sub-Directorate.

ENQUIRIES: Mr T.S Mohlomi Tel No: (033) 3419300
NOTE: In line with the department’s employment equity target it is the intention to fill this post with a female candidate.

POST 03/80: DIRECTOR: RISK AND INTEGRITY MANAGEMENT SERVICES REF NO: CSL02/2021
Re-advertised and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY: R1 057 326 per annum (An all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70% of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE: Pietermaritzburg

DUTIES: To manage and oversee the provisioning of effective and efficient departmental risk and integrity management services in terms legislative mandates. Manage the development and implementation of risk management strategies and plans. Manage the development and implementation of ethics and integrity management strategies and programmes. Ensure the development and implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Manage the development and implementation of policies and procedures. Manage the resources of the directorate.

ENQUIRIES: Mr T.S Mohlomi Tel No: (033) 3419300
NOTE: In line with the department’s employment equity target it is the intention to fill this post with a female candidate.

POST 03/81: DIRECTOR: INTEGRATED PLANNING, INTERNAL MONITORING AND EVALUATION REF NO: CSL03/2021

SALARY: R1 057 326 per annum (An all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70% of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to
security clearance and the signing of a performance agreement within three months of appointment.

CENTRE:
Pietstermaritzburg

REQUIREMENTS:

DUTIES:
To manage and coordinate strategic planning, monitoring and evaluation services. Provide strategic management services in alignment with the Department planning processes. Ensure that internal monitoring and evaluation services take place within the department. Oversee and coordinate all internal monitoring and reporting functions. Manage monitoring and reporting systems, aligned to the planning, budgeting and reporting cycles. Manage and implement mechanisms for monitoring organisational performance for the Department. Ensure effective and efficient management of resources.

ENQUIRIES:
Mr T.S Mohlomi Tel No: (033) 3419300

NOTE:
In line with the department’s employment equity target it is the intention to fill this post with a female candidate.

DEPARTMENT OF HEALTH

OTHER POSTS

POST 03/82:
HEAD CLINICAL UNIT (FAMILY MEDICINE) REF NO: HGHD 01/2021
Component: District Specialist Team

SALARY:
R1 728 807 per annum (TCE Package). Other Benefits: Rural allowance on a claim basis.

CENTRE:
Harry Gwala District Health Office

REQUIREMENTS:
For The Post: Appropriate specialist Qualification (i.e. MBChB plus a Master’s Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); Plus, current proof of registration with the relevant professional statutory body; PLUS, at least 3 years’ experience as a specialist. Unendorsed valid Code B driver’s license (code 08). Knowledge, Skills, Behavioural Attributes and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication. Problem solving, Computer literacy. Stress tolerance. Self-confidence. Objective, Ethical. Empathetic.

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

ENQUIRIES: Mrs. G.L.L Zuma Tel No: (039) 834 8281
APPLICATIONS: Applications must be directed For: Att.: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X502, IXOPO, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
NOTE: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 01/2021. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints. There will be no payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE: 12 February 2021
POST 03/83: HEAD CLINICAL UNIT (PAEDIATRICS) REF NO: HGHD 02/2021
Component: District Specialist Team

SALARY: Grade 1: R1 728 807 per annum (TCE Package). Other Benefits: Rural allowance on a claim basis.
CENTRE: Harry Gwala District Health Office
REQUIREMENTS: Appropriate specialist Qualification i.e. MBChB degree plus Master’s Degree registered with the Health Professions Council of South Africa (HPCSA); PLUS, current registration with the relevant professional statutory body; PLUS, at least 3 years’ experience as a specialist. Unendorsed valid Code B driver’s license (code 08). Knowledge, Skills, Behavioural Attributes and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Empathic.
DUTIES: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospitals is optional. Support clinics, community health
Centre's and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines. Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting) practitioner (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research, this may require involvement with local academic training institutions. Foster effective teamwork and collaborate within the district Specialist team. Enable engagement with the local community and relevant non-government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Mrs. G.L.L Zuma Tel No: (039) 834 8281
APPLICATIONS : Applications must be directed For: Att: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag x502, IXOPO, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.

NOTE : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 01/2021. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE : 12 February 2021
POST 03/84 : MEDICAL SPECIALIST NEUROSURGERY REF NO: MEDSPECNEUROSURG/1/2021 (X1 POST) Department: Neurosurgery

SALARY : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
CENTRE: Inkosi Albert Luthuli Central Hospital

GRADE 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime

REQUIREMENTS:
- MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon with the Health Professions Council of South Africa with prior surgical experience. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Experience Required: The appointment to Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.

GRADE 2:
- Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery).

GRADE 3:
- Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery).

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:
- Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Computer literacy.

DUTIES:
- Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery.
- Overseeing patient management in the Intensive Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management.
- Develop patient management protocols and in-put on clinical governance.
- Participate in staff recruitment, attend management and other meetings of affiliated disciplines. Liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist, attend to administration matters, outpatient duty and “on call” duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part of a multi-disciplinary team when deemed necessary.

APPLICATIONS:
- All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE:
- An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate’s responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised
within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**: 19 February 2021

**POST 03/85**: DEPUTY MANAGER NURSING-REF NO: ICHC DMN 01/2021

**SALARY**: R843 618 per annum. Benefits: All-inclusive package (This package consists of 70% basic salary and 30% flexible portion)

**CENTRE**: KZN Health -Inanda Community Health Centre

**REQUIREMENTS**: Standard10/Senior certificate/Grade 12 plus Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse (2020 SANC receipt). Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at managerial level. Certificate of service stamped by HR and proof of current/previous employers stamped and signed by HR must be attached. Period of experience must be clear i.e. date, month and year. Faxed and emailed applications will not be considered. The appointment is subject to the positive outcome obtained from NIA to the following checks, (Security checks, Credit records, CIPC, qualification, citizenship and previous experience verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/ Permanent residents/ work Permit holders must submit documentary proof together with their applications. The post will be filled in terms of the Employment Equity Target. Recommendations: One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Knowledge, Skills, Training, attributes and abilities: Demonstrate in depth knowledge and understanding of health related Acts, nursing statutory regulations and guidelines, and other relevant legal framework i.e. Nursing Act and Regulations, Code of Ethics, Professional Practice of the South African Nursing Council, Mental Health Act, Occupational Health & Safety Act, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Grievance and Disciplinary Procedure. Good communication, report writing and facilitation, leadership, analytical skills, organizational decision making and problem solving skills, interpersonal skills, diplomacy, etc. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care. Including willingness and awareness to respond to patient’s needs. Good Financial and Human Resource management.

**DUTIES**: To provide Leadership and facilitate Strategic Planning, Policy Planning, Develop and implementation. To exercise overall control over Nursing Care, including information and implementation of Nursing Programs, Execution and Evaluation thereof. To execute duties and function with proficiency, in support of aims and strategic objectives of this facility and of the Department of Health. To demonstrate facility’s commitment to quality nursing care and ensure compliance with National Core Standards. Facilitate and oversee the development of nursing operational / business plans to give strategic direction by managing and coordinating the activities of the component. To ensure control of the selection recruitment and development Nursing Staff. To ensure control of Disciplinary matters, grievances and Labour issues in the nursing department. Advocate and ensure the promotion of nursing ethos and professionalism. Plan, manage, coordinate, monitor and evaluate service delivery. Facilitate cost control in the utilization of both human and material resources. Advise CHC Manager and Management team on norms and standards of Nursing Practices. Ensure Systems and Processes are in place to support implementation of objectives. Facilitate clinical workshops and meeting to update Nursing Staff. Ensure compliance with relevant legislation legislations including OHS Act. Submit verbal and written reports timeously to the CHC Manager. Coordinate, Facilitate and implement Quality Improvement Initiatives and Good Governance Ensure compliance with statistics collection and adherence to data management principles of the KZN DOH by the nursing component. Provide professional, technical and management support for the
ENQUIRIES : Dr. SCV Mncwango Tel No: (031) 538 0806
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Inanda “C” Community Health Centre, Private Bag x04, Phoenix, 4068.
FOR ATTENTION : Mr. MS Cele
NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply.

CLOSING DATE : 19 February 2021

POST 03/86 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: GTN 01/2021
SALARY : Grade 1: R821 205 per annum
          Grade 2: R938 964 per annum
          Grade 3: R1089 693 per annum
CENTRE : Greytown Hospital
REQUIREMENTS : Appropriate Medical Degree (MBCHB) OR equivalent plus Proof of current registration with HPCSA as Medical Practitioner. Proof of current and previous work experience endorsed and stamped by Human Resources. Grade 1: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service;
          Grade 2: Minimum of 5 years’ experience after registration with the HPCSA as a Medical Practitioner post Community service. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service;
          Grade 3: Minimum of 10 years’ experience after registration with HPCSA as a Medical Practitioner post Community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service; Experience in Surgery/orthopaedics and/or obstetrics and anaesthesiatics will be a recommendation. Knowledge, Skills, Training And Competences Required, Ability to give spinal and general anaesthetic and especially ability to covert spinal to general anaesthetic when the need arises . Ability to work independently and without supervision for the after-hours call duties. Ability to do Caesarean sections, ectopic pregnancies etc. A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problems with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstetric & Gynae, Paeds, Trauma Ability to function in a multidisciplinary team. Good communication and interpersonal skills.
DUTIES : Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate patient medical records. Provide preventive health interventions. Train and supervise medical interns, medical students and other personnel. Perform operating theatre work on an elective and emergency basis e.g., caesarean section, minor surgical procedures etc. Participate in emergency after hours service. Actively participate in quality improvement programme (morbidity and mortality meetings, clinical audits and risk management). Perform medico legal duties.

ENQUIRIES : Dr. KJ Gabela Tel No: (033) 4139 400
APPLICATIONS : forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
FOR ATTENTION : Mr. P Shange Tel No: (033) 4139 492
CLOSING DATE : 12 February 2021

POST 03/87 : ASSISTANT MANAGER NURSING – SPECIALTY OBS & GYNAE REF NO: PSH 03/21 (X1 POST)
R614 991 per annum, Plus 12% rural allowance
Port Shepstone Hospital

Senior Certificate / Matric or Grade 12. Diploma/Degree in General Nursing and Midwifery Current registration with SANC as General Nurse and midwife for 2021. Advanced Midwifery certificate. A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing and midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience in Advanced Midwifery after registration in that specialty At least three years (3) of the period mentioned above must be experience at Management level Diploma/Degree in Nursing Management will be an added advantage A certificate of service endorsed by Human Resource Department as proof of experience must be included Knowledge, Skills And Experience Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Acts, Batho Pele principles, etc Knowledge and understanding of legislative framework governing the public service, knowledge of HR and Financial policies and practices such as: skills development act, public service regulations, labour relations act. Sound knowledge of Nursing Management within the speciality Good communication, report writing and facilitation skills. Co-ordination, liaison and networking skills. Leadership, problem solving and negotiation skills. Planning and organizing skills. Computer skills. Ability to formulate patient related policies.

Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional legal framework. Foster team spirit and commitment among all categories of staff. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively. Participate in the formulation, analysis and implementation of all policies, practices and procedures. Establish and maintain a constructive working relationship with the multidisciplinary team. Monitor and control quality of patient care. Co-ordinate the implementation of National Core Standards and ensure compliance thereof. Manage and give direction in the management of patients in the critical care and emergency units. 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 working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures). Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of National Core Standards, National Health Priorities, quality improvement initiatives including national priority program plans Monitor and ensure proper utilization of financial and physical resources Administer all nursing services within the unit.

Mrs. NC Radebe Tel No: (039) 688 6000 ext. 6117 or 6308

Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.

Note: Human Resource Manager, Port Shepstone Hospital, P/Bag X 5706, Port Shepstone, 4240.

Directions to Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit
records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE** : 19 February 2021 at 16h00

**POST 03/88** : **SESSIONAL MEDICAL OFFICER REF NO: GTN 02/2020 (X1 POST)**
Department M3 (X/MDR hospital)
Number of Sessions: 20

**SALARY** :
- Grade 1: R410 800 per annum
- Grade 2: R470 080 per annum
- Grade 3: R544 960 per annum

**CENTRE** :
Greytown Hospital

**REQUIREMENTS** :
Matric Certificate (Standard 10). MBCHB Degree. Current Registration with the HPCSA as a Medical Practitioner. **Grade 1**: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 2**: Minimum of 5 years’ experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 6 years’ relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Certificate of Service obtained from Human Resource Office. **Grade 3**: Minimum of 10 years’ experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years’ relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community. Certificate of Service obtained from Human Resource Office. Foreign professionals to produce proof of verification of qualification with SAQA.

**ENQUIRIES** :
Dr. KJ Gabela Tel No: (033) 4139400.

**APPLICATIONS** :
Human Resource Manager, Private Bag x 5562, Greytown, 3250.

**CLOSING DATE** : 12 February 2021

**POST 03/89** : **CLINICAL NURSE PRACTITIONER (MATHUNGE LA CLINIC) REF NO: MBO 17/2020 (X1 POST)**

**SALARY** :
Grade 1: R383 226 - R444 276 per annum

**CENTRE** :
Mbongolwane District Hospital

**REQUIREMENTS** :
Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC. A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. Proof of previous and current work experience written by supervisor. Attach certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislations such as Nursing Act, 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 counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and
supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

**DUTIES**
- Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. 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, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assists in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.

**ENQUIRIES**
- Mrs SI Mkhwanazi Tel No: (035) 4766242

**APPLICATIONS**
- All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

**FOR ATTENTION**
- Human Resource Practices/Chief Executive Office

**NOTE**
- The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB**: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE**
- 12 February 2021
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 03/90: MANAGER: MEDICAL SERVICES GRADE 1
West Coast District

SALARY: R1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs). It will be expected of a successful candidate to participate in a system of remunerated commuted overtime. (Plus, a non-pensionable rural allowance of 18% of the basic salary).

CENTRE: Vredendal Hospital

REQUIREMENTS: 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 HPCSA as Medical Practitioner. Experience: A minimum of 3-5 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and essential skills to do after hours work. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): 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, Outlook and Internet). Appropriate knowledge of managing clinical services.

DUTIES: Strategic and operational management of all health services in the Matzikama Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with professional laws of the country. Establish systems to manage risks and quality in the Matzikama Sub-district in order to ensure support of the patient centered experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilization of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Matzikama Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.

ENQUIRIES: Ms C Bester Tel No: (022) 487-9211
APPLICATIONS: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
NOTE: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to competency testing.

CLOSING DATE: 12 February 2021

POST 03/91: MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)
Groote Schuur Hospital

SALARY: Grade 1: R1 1060 40 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Groote Schuur Hospital

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council
in respect of a foreign qualified employee) as a Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology.

**Competencies (knowledge/skills):** Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Diagnostic Radiology. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects.

**DUTIES:**
- Provide in- and after-hours diagnostic and/or interventive radiology service.
- Conduct teaching and training in diagnostic and/or interventive radiology.
- Administer and manage diagnostic and/or interventive radiology service.
- Conduct research in diagnostic and/or interventive radiology with publications and presentations. Provide innovation and outreach in diagnostic and/or interventive radiology.

**ENQUIRIES**
- Prof S Moosa Tel No: (021) 404-4184

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

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

**CLOSING DATE:**
- 12 February 2021

**POST 03/92:**
- **CHIEF ENGINEER: GRADE A (MECHANICAL)**
  - Directorate: Infrastructure Planning

**SALARY:**
- R1 042 827 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE:**
- Head Office, Cape Town

**REQUIREMENTS:**
- Minimum educational qualification: Engineering degree (B Eng/BSC (Eng).
- Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health science related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES:**
- Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES**
- Ms M van Leeuwen Tel No: (021) 483-5084

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

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

**CLOSING DATE:**
- 12 February 2021

**POST 03/93:**
- **ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY: OPHTHALMOLOGY OR ORTHOPAEDICS)**
  - Groote Schuur Hospital

**SALARY:**
- R614 991 per annum

**CENTRE:**
- Groote Schuur Hospital
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science: Ophthalmology or Medical and Surgical Nursing Science: Orthopaedics. (R212). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution, leadership skills and ability to work independently and under pressure.

DUTIES:
Provide innovative leadership in the allocated area to realize the strategic goals and objectives of the Nursing Division. Co-ordination of the provision of person-centered care by setting standards as well as involvement in policy and guideline development. Monitoring the standard of nursing care as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adherence to ethical standards. On call duties and after hour duties for the Nursing Division.

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:
12 February 2021

POST 03/94:
QUALITY ASSURANCE MANAGER
Rural Health Services

SALARY:
R470 040 per annum

CENTRE:
George Hospital

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 work experience in a Hospital environment. Appropriate experience in quality improvement projects. Inherent requirements of the job: Willingness to work flexibly and provide cover for colleagues. Competencies (knowledge/skills): Knowledge of Clinical Governance and Quality Assurance frameworks and project management. Understanding of Healthcare legislation and related legal and ethical healthcare practices. Sound interpersonal, leadership, managerial and communication skills. Excellent computer literacy (Excel, Word and PowerPoint), data analysis, interpretation, report writing skills.

DUTIES:
Provide leadership in all aspects of quality assurance and risk management. Manage, evaluate and report on all aspects of the quality assurance program. Lead and support quality improvement / health system strengthening initiatives in the hospital. Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care. Coordinate the implementation of the Ideal Hospital Realisation and Monitoring Framework in preparation for the Office of Health Standards Compliance (OHSC). Ensure the maintenance of Infection Prevention and Control (IPC) and Occupational Health and Safety (OHS) standards within the hospital.

ENQUIRIES:
Mr M Vonk Tel No: (044) 802-4534

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

NOTE:
No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.

CLOSING DATE:
12 February 2021
POST 03/95 : OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R444 276 per annum (PN-A3)
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform official after-hour and weekend standby duties for the hospital. Willingness to work night shift and in Covid19 areas. Competencies (knowledge/skills): Leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills Clinical Governance. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing and quality assurance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the functional business unit (FBU). Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant FBU. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources – including bed management. Provide effective support and management of functional business unit management principles and effective management of information to enhance service delivery.

ENQUIRIES : Ms RM du Plessis Tel No. (023) 348-1104
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.
CLOSING DATE : 12 February 2021

POST 03/96 : CLINICAL PROGRAMME COORDINATOR GRADE 1
Rural Health Services

SALARY : R444 276 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking and ability to analyse systems and to prepare reports. Computer literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : Coordinate the development and implementation of induction/orientation programmes for nursing personnel. Coordinate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes and assist with formal clinical training programmes. Manage the clinical accompaniment/mentorship programmes within the Nursing component.

ENQUIRIES : Ms J Ehlers Tel No: (044) 802-4356/7
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE: 12 February 2021

POST 03/97: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY NURSING)
Rural Health Services

SALARY:
- Grade 1: R383 226 per annum (PN B1)
- Grade 2: R471 333 per annum (PN B2)

CENTRE: George Hospital

REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with the SANC as a Professional Nurse.
- Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Oncology Nursing science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements.
- Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Oncology and Outpatients’ Department.

DUTIES: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in an Oncology service. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES: Ms J Ehlers Tel No: (044) 802-4356/7

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

NOTE: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE: 12 February 2021

POST 03/98: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)
Rural Health Services

SALARY:
- Grade 1: R383 226 per annum (PN B1)
- Grade 2: R471 333 per annum (PN B2)

CENTRE: George Hospital

REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration...
with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology Nursing Science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetric & Neonatology Department.

**DUTIES**
Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in an Obstetric and Neonatology service. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**
Ms J Ehlers Tel No: (044) 802-4356/7

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

**NOTE**
No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

**CLOSING DATE**
12 February 2021

**POST 03/99**
ASSISTANT DIRECTOR: LABOUR RELATIONS
Groote Schuur Hospital

**SALARY**
R376 596 per annum

**CENTRE**
Groote Schuur Hospital

**REQUIREMENTS**
Minimum educational qualification: A 3-year National Diploma /Degree. Experience: Appropriate experience in Labour Relations in Public or Private Sector. Appropriate experience as a supervisor or manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal and conflict resolution skills. Good time management and planning skills. Ability to think analytically and resolve problems effectively and timeously. Strong leadership and management skills.

**DUTIES**
Facilitate, monitor and provide guidance with grievances to ensure effective resolution within the prescribed timeframe. Facilitate, monitor and ensure that all disciplinary matters are effectively managed within the prescribed timeframe. Provide training guidance to investigating and presiding officers on an ongoing basis. Analyse trends in disciplinary matters, grievances and disputes and ensure appropriate interventions are implemented. Provide support, training, guidance and information sessions to line management and employees in labour relation matters utilising trends identified with queries, disciplinary cases, grievances and disputes. Management of collective
bargaining structure at institutional level (IMLC). Ensure accurate collation of labour relations statistics. Monitor Labour Relations in the workplace.

ENQUIRIES: Ms M Lazarus Tel No: (021) 404-2205
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: Shortlisted candidates will be required to undergo a competency test and practical.
CLOSING DATE: 12 February 2021

POST 03/100: ADMINISTRATION CLERK: SUPPORT (INFORMATION MANAGEMENT)
Garden Route District
SALARY: R173 703 per annum
CENTRE: Calitzdorp CC, Kannaland Sub-district
REQUIREMENTS: Minimum educational qualification: Senior certificate/Grade 12. Inherent requirement of the job: Valid Code B/EB driver's license. Experience: Appropriate administration and data experience. Appropriate experience in capturing and managing of data on PHICS; Sinjani: tier.net. Competencies (knowledge/skills): Basic knowledge and experience in office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).
DUTIES: Effective management of communication and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.
ENQUIRIES: Mr I van Zyl, Tel No: (028) 551-1010
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 February 2021

POST 03/101: ADMINISTRATION CLERK: INFORMATION MANAGEMENT
Chief Directorate: Metro Health Services
SALARY: R173 703 per annum
CENTRE: Northern/Tygerberg Sub-structure Office
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of health-related experience in Information Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Proficiency in at least two of the three languages of the Western Cape. Working knowledge and experience around PHC data (including HAST data). Knowledge with regards departmental information systems. Advance computer literacy (Ms Word, Excel, and PowerPoint), good numerical, organisational and analytical thinking skills.
DUTIES: Data capturing (routine and non-routine data) and submission. Assist with data quality monitoring – validation, verification, data/trend analysis. Prepare presentations and compile reports. Perform an office administration role (i.e. minute taking, filing, copies and logistical arrangements). Provide general IM support to all Information Management and HAST clerks at facility level. Assist with pre-determined objective audits and assist with ICT requests.
ENQUIRIES: Mr M Khonono Tel No: (021) 815-8562
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: 12 February 2021

POST 03/102: HOUSEKEEPING SUPERVISOR
Cape Winelands Health District
SALARY: R145 281 per annum
CENTRE: Robertson Hospital
REQUIREMENTS: Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9/ (Std. 7). Experience: Appropriate experience in hospital
linen banks and household activities. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal communication skills, the ability to manage conflict and discipline. A sound knowledge of Needle work will be an advantage. Knowledge in management of the hospital linen and waste and ability to operate cleaning apparatus and equipment. Supervisory skills, optimal utilisation of subordinates, ability to manage, organise and direct activities of staff.

**DUTIES**
Responsible for planning and managing of the activities of housekeeping services. Responsible for the management of the linen bank, linen control and effective waste management. Maintain high standard of cleanliness and hygiene within the hospital. Maintain a safe environment for the patients, staff and other personnel. Deliver a support service to the nursing staff and operational manager in the wards, supervise staff and manage HR matters including training to staff.

**ENQUIRIES**
Ms E Volschenk Tel No: (023) 626-8567

**APPLICATIONS**
The Medical Manager: Robertson Hospital, Private Bag X617 Robertson, 67059.

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

**CLOSING DATE**
12 February 2021

**POST 03/103**
**DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District

**SALARY**
R102 534 per annum

**CENTRE**
Mossel Bay PHC Support and Outreach (Stationed at Mossel Bay Hospital)

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (C1/EC) (Code 10) driver’s licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region.

**DUTIES**
(key result areas/outputs): Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

**ENQUIRIES**
Mr B Caffoen Tel No: (044) 604-6114

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

**FOR ATTENTION**
Ms S Pienaar

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

**CLOSING DATE**
12 February 2021