PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2021
DATE ISSUED 12 FEBRUARY 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 candicature 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

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT: Kindly note that the following posts was advertised in Public Service Vacancy Circular 02 dated 08 February 2021. The Salary Notches have been amended as follows (1) System Engineer with Ref No: MISA/SE/MIPMIS/02; the correct notches are R733 257 – R863 748 Total Cost Package per annum sorry for the inconvenience.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION: Kindly note that the post of the Deputy Director: African Peer Review Mechanism (APRM) National, advertised on the Public Service Vacancy Circular Circular 02 dated 22 January 2021, the closing date of 15 February 2020 is incorrect (in particular the year). The correct closing date is 15 February 2021. We apologise for any inconvenience caused.
## INDEX
### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC EDUCATION</td>
<td>A</td>
<td>03 - 10</td>
</tr>
<tr>
<td>DEFENCE</td>
<td>B</td>
<td>11 - 17</td>
</tr>
<tr>
<td>EMPLOYMENT AND LABOUR</td>
<td>C</td>
<td>18 - 19</td>
</tr>
<tr>
<td>ENVIRONMENT FORESTRY AND FISHERIES</td>
<td>D</td>
<td>20 - 21</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM</td>
<td>E</td>
<td>22 - 26</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>F</td>
<td>27</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>G</td>
<td>28 - 33</td>
</tr>
<tr>
<td>MILITARY VETERANS</td>
<td>H</td>
<td>34 - 35</td>
</tr>
<tr>
<td>PUBLIC WORKS AND INFRASTRUCTURE</td>
<td>I</td>
<td>36 - 51</td>
</tr>
<tr>
<td>SCIENCE AND INNOVATION</td>
<td>J</td>
<td>52 - 57</td>
</tr>
<tr>
<td>SPORT ARTS AND CULTURE</td>
<td>K</td>
<td>58 - 74</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>L</td>
<td>75 - 77</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE STATE</td>
<td>M</td>
<td>78 - 81</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>N</td>
<td>82 - 125</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>O</td>
<td>126 - 148</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>P</td>
<td>149 - 176</td>
</tr>
</tbody>
</table>
ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms M Thubane / Mr A Tsamai

CLOSING DATE: 26 February 2021 and 05 March 2021

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 05/01: DEPUTY DIRECTOR-GENERAL: OFFICE OF THE DIRECTOR-GENERAL

REF NO: 28826/01

Branch: Office of the Director-General

SALARY: R1 521 591 per annum (All-Inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: Applicants should have a relevant undergraduate qualification (NQF level 7) and post graduate qualification as recognise by SAQA; 8-10 years’ experience at senior management level, coupled with proven experience in providing support to the office of Director-General. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: The successful candidate will be responsible for co-ordinating Business and Parliamentary process. Overseeing and reporting on the implementation of department policies programmes and initiatives. Assisting in the servicing of Director-General clusters, Parliament and Cabinet. Co-ordinating the functions of the offices of the Minister, Deputy Minister and the Director-General. Managing communication services of the Department. Managing Support services to be rendered to provincial education departments. Managing International Relations in the Department, UNESCO throughout the Republic of South Africa and Co-ordinating intergovernmental and stakeholder relations and strategic partnerships. The ideal candidate would have vision, a mature sense of leadership and proven management abilities. In addition, the successful candidate should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297.

NOTE: A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. https://www.thensg.gov.za/training-course/sms-pre-entry_programme/. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA
Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The successful candidate will be responsible for providing support to the Office of the Director-General.

CLOSING DATE: 26 February 2021

POST 05/02: DEPUTY DIRECTOR-GENERAL: CURRICULUM POLICY, SUPPORT AND MONITORING REF NO: 28810/01
Branch: Curriculum Policy, Support and Monitoring

SALARY: R1 521 591 per annum (All-Inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised undergraduate qualification (NQF level 7) and post graduate qualification as recognized by SAQA in the Social, Education or Management Sciences field; At least 8-10 years’ experience at senior managerial level (5 years must be as a member of the SMS in the Public Service). The ideal candidates should be an effective communicator with the ability to develop curriculum and assessment, policy and support, monitor and evaluate curriculum implementation supported by Umalusi. Extensive professional and practical experience in the field of education/curriculum is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: The successful candidate will be responsible for policy support and monitoring of curriculum (GET and FET) from Grades R to 12 including Special Needs Education. Policy support including Dinaledi, Curriculum Innovation. National Strategy for Learner Attainment (NSLA), rural Education and E-Learning. Increase learner participation and success rate to meet the goals of the National Development Plan and Action Plan 2019 Towards the realization of schooling 2030. Manage learner qualification improvement programmes. Increase ICT access and utilization in support of curriculum implementation. Manage the provision of quality and cost effective LTSM; Coordinate MST activities in the sector; provide strategic leadership to the Technical Support and Language Units; Implement, support, and monitor curriculum for Grade R to 12 and special interventions and support programmes to provinces, districts and schools. Monitor and support CAPS implementation and strengthening school based assessment. Monitor and support the implementation of the National Curriculum Statement (NCS) on reading in grade R-9 in order to improve teaching and learning. Provide quality education for leaners with Special Education Needs and home schooling. Ensure that learners with severe to profound intellectual disabilities access quality publicly funded education and support. Implement MST and Curriculum Enhancement programmes. Responsible for policy support including foundation of learning, Dinaledi, ICTs and NSLA.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297
NOTE: A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. https://www.thensg.gov.za/training-course/sms-pre-entry_programme/. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies.
using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The ideal candidates should have the ability to develop curriculum and assessment, policy and support, monitor and evaluate curriculum implementation supported by Umalusi.

CLOSING DATE : 26 February 2021

POST 05/03 : CHIEF DIRECTOR: CARE AND SUPPORT IN SCHOOLS REF NO: DBE/CDCSS/01
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and support in Schools

SALARY : R1 251 183 per annum (All-Inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate and recognised Bachelor's degree in Health Sciences, Public Health Education or Social Sciences (a relevant post-graduate qualification will be an added advantage); 5 years' experience at senior managerial level. This should ideally be supported by substantial experience in the design and management of health and wellness programmes in the education sector. A deep understanding of the education and/or school health/wellbeing policies and trends is essential. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. The ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation. Process competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management. Good communication (verbal and written) skills and computer literacy are essential. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic.

DUTIES : The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination and monitoring of education policies and to ensure quality education for all; Oversee the development, implementation and monitoring of evidence-based health promotion, school nutrition and psychosocial support services in the education system; Provide strategic leadership in the implementation, coordination, monitoring and evaluation of sector care and support programmes in schools; Lead the implementation of the Government’s Strategic Plan on HIV, STIs and TB in the basic education sector through DBE policies aimed at addressing HIV infection and early/unintended pregnancies; Implement a strong stakeholder management plan to liaise and cooperate with the Provincial Education Departments, National Government Departments, Academic Institutions, Research Organisations, Development Agencies, International Organisations as well as NGOs or civic organisations; Manage the MTEF budgets and monthly cashflow statements of the chief directorate; Coordinate and monitor the performance management and development as well as needs-based capacity building of staff; Oversee the development and management of risk and fraud management plans; Liaise with funders and Inter-Ministerial Committees or Task Teams on HIV and Health; Coordinate and monitor the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Departments Committee, the Minister and Senior Management; take overall responsibility for managing and accounting on projects, including the development of business plans, managing budgets and cash flows as well as implementing and monitoring programmes and reporting for the chief directorate.

ENQUIRIES : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. All
shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability to ensure the effective management of the Chief Directorate. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at promoting the health and wellness of learners in order to support quality teaching and learning. Note: All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will subjected to a security clearance.

**CLOSING DATE**: 26 February 2021

**OTHER POSTS**

**POST 05/04**: DEPUTY DIRECTOR: HIV, TB AND LEARNER PREGNANCY REF NO: DBE/10/2021
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Health Promotion

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in Health Promotion, Public Health or Health Sciences and supported by 4 years’ experience at a supervisory/middle managerial level. This should be supported by an understanding of the policy mandate, biomedical evidence and the social determinates relevant to provide sexuality education and health education/promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescents. The successful candidate must have knowledge of the education sector policies and strategies guiding the development, implementation and management of HIV, STIs and TB and learner pregnancy prevention programmes in schools. An understanding of current school health policies and trends as well as the evidence and interventions aimed at vulnerable girls and boys is required. Stakeholder and partnership management is crucial in this position. Strong financial management skills are a prerequisite for the position. Strong communication skills (both verbal and written) are essential as are conceptual, organisational and administrative skills, networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation and project management principles to their work.

**DUTIES**: The successful candidate will be responsible for coordinating the development of policies, strategies, guidelines and programmes to reduce new HIV and TB infections amongst learners and to mitigate the impact of HIV and TB infection on the education sector; leading programmes to prevent and manage teenage pregnancy in schools including technical input in the development of conditional grant frameworks, conceptualising and managing projects, as well as monitoring programme implementation and reporting; coordinating stakeholder participation, social mobilisation and advocacy campaigns; liaising and co-operating with departmental units; working closely with provincial education departments, national government departments, universities and research organisations, funders and development partners as well as NGOs and civic organizations; represent the Directorate internally and externally as required; liaising with and reporting to project funders and managing internal
and external partnerships. Applicants must have a valid driver’s license and be willing to travel substantively.

**ENQUIRIES**
Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

**NOTE**
Short listed candidates may be required to make a presentation to the interview panel and undergo a test. NB: Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for leading the basic education sector’s response to HIV, Tuberculosis and learner pregnancy in schools and addressing the behavioural, social and structural drivers.

**CLOSING DATE**
05 March 2021

**POST 05/05**
DEPUTY DIRECTOR: CARE AND SUPPORT FOR TEACHING AND LEARNING (CSTL) REF NO: DBE/11/2021
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Health Promotion

**SALARY**
R869 007 per annum (All-inclusive remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in health or social sciences (a relevant postgraduate qualification will be an added advantage). This should be supported by 4 years’ experience at a supervisory level/middle managerial level including experience in the development, implementation and management of school health programmes. The successful candidate must have knowledge of the social, health and education sector policies and strategies guiding the development, implementation and management of care and support programmes in schools. The candidate must also have an understanding of current global cutting-edge thinking of care and support in school including the Care and Support for Teaching and Learning (CSTL Framework) and supporting regional and national policies, as well as provision of health and psychosocial services to orphans and vulnerable children is essential. Knowledge of the education sector will be an added advantage. Strong communication skills (both verbal and written) are essential as are organisational and administrative skills, networking skills and the ability to liaise with officials at all levels of government. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles in their work.

**DUTIES**
The successful candidates will be responsible for coordinating the development of policies, strategies, policies and programmes to promote the provision of care and support service in order to remove barriers to teaching and learning; managing the CSTL programme and related projects including facilitating the Department’s participation in CSTL SADC meetings, developing business plans, managing budgets and staff, implementing and monitoring programmes as well as reporting; consolidating the SADC reports; coordinating and facilitating social mobilisation and advocacy campaigns; liaising and cooperating with departmental units, provincial education departments, national government departments, universities, research organisations as well as NGOs, civic organisations and the SADC Secretariat; representing the Department and Directorate, both internally and externally as required; liaising with and reporting to project funders and manage internal and external partnerships. Applicants must have a valid driver’s license and be willing to travel substantively.

**ENQUIRIES**
Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

**NOTE**
Short-listed candidates may be required to make a presentation to the interview panel, as well as to undergo a writing test. NB: Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a self-motivated, dynamic and proactive person with vision and project management skills to manage programmes aimed at the promotion and maintenance of the health of learners and educators.

**CLOSING DATE**
05 March 2021
POST 05/06 : DEPUTY DIRECTOR: CSE AND LEARNER PREGNANCY
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Health Promotion

REQUIREMENTS
A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in education, social or health sciences or public health supported by 4 years’ experience at a supervisory/middle managerial level. Relevant experience in education and/or health promotion or public health and peer education programmes will be an added advantage. The successful candidate must have knowledge of the education sector policies and strategies guiding the development, implementation and management of HIV, STIs and TB; Peer Education and Comprehensive Sexuality Education (CSE) programmes in schools. The candidate must also have an understanding of current global cutting-edge thinking of school health, health promotion, and comprehensive sexuality education and the curriculum assessment policy statement, adolescent sexual reproductive health and rights, as well as provision of health and psychosocial services to children and youth is essential. The successful candidate should have experience in high level strategic planning processes, human resource management, financial management and stakeholder management. Excellent communication, interpersonal, writing skills are essential.

DUTIES
The successful candidate will be responsible for strategic and operational planning, taking responsibility for managing and accounting for projects, including the development of business plans, managing budgets and cash flow, implementing and monitoring programmes as well as reporting; Providing strategic leadership and operational management of CSE, Learner pregnancy and SRH services including peer education; Developing programme of action to support the implementation of CSE programmes and Learner Pregnancy Policy; Strengthening the Sexual Reproductive Health and Rights programme for learners in schools; Liaising and cooperating with provincial education departments, national government departments, universities, research organisations as well as NGOs and civil society organisations. Monitoring and evaluating policies and strategies to promote the health and wellbeing of learners; managing internal and external partnerships, liaising with and reporting to project funders and representing the Directorate, both internally and externally as required.

ENQUIRIES
Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

NOTE
Short listed candidates may be required to make a presentation to the interview panel and undergo a writing test. NB: The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven programme management ability. As such, the candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote and maintain the general health and wellbeing of learners including addressing the behavioural, social and structural drivers of the HIV epidemic as well as learner pregnancy.

CLOSING DATE : 05 March 2021

POST 05/07 : DEPUTY DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation Programmes

REQUIREMENTS
A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of 4 years’ relevant experience at a supervisory/middle managerial level in the Basic Education Sector. Knowledge of the key challenges and the mitigating strategies aimed at ensuring that each learner has Learning and Teaching Support Materials (LTSM) for all subjects. The ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan. Experience in the development and implementation of policies as

**DUTIES**

The successful candidate will be responsible for the Monitoring and reporting on the workbook ordering, delivering and utilization, Development of Provincial workbook ordering Plan. Consolidating, cleaning and analysing data for workbooks; Finalising and approving model for distribution of LTSM; Organising of warehousing and packaging of LTSM; Customising of the National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/ Circuits/Wards where possible; Distributing catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices. Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent. Monitoring of placement of orders by Section 21 schools. Monitoring the delivery of stationery to provincial/ district warehouses. Delivery of stationery to schools, Monitoring and reporting on the delivery of material to schools; Reporting on textbook and stationery delivery to schools; Visiting schools and districts for providing LTSM assistance; Advising the Administrator and Chief Director on LTSM processes: Monitoring the availability of LTSM and workbooks in all schools; Keeping an updated data on learner number and languages for each school. Monitoring and reporting on the utilisation of LTSM and workbooks by schools; Communicating all information relating to LTSM and workbooks to the sector; Providing timeous report on shortages and deliveries of LTSM;liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM and workbooks between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the Directorate team in the monitoring of schools and attending interprovincial LTSM meetings.

**ENQUIRIES**

Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

**CLOSING DATE**

05 March 2021

**POST 05/08**

**ASSISTANT DIRECTOR: PLANNING, PERFORMANCE INFORMATION PLANNING MANAGEMENT AND REPORTING REF NO: DBE/14/2021**

Chief Directorate: Strategic Planning, Research and Coordination
Directorate: Strategic Planning and Reporting

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA with an understanding of the Government planning cycle. The successful candidate will have 3 year’s proven experience in planning, reporting and performance information use, assembly, verification and packaging, and documentation in a large organisation of above 600 people; Excellent written and verbal communication skills; Proven ability to produce quality assured work under pressure and manage deadlines; Proven experience of analysing performance information for alignment and verification; Good communication (verbal and written) and interpersonal skills, Ability to work under pressure; Problem-solving skills; Presentation skills; Attention to detail; Excellent organisational and innovation skills; Ability to deliver and perform.

**DUTIES**

The successful candidate will be expected to develop; manage, coordinate, analyse, verify performance information in the Department of Basic Education. The individual appointed will do the following in discharging their duties in
relation to key stakeholders and programme managers: Support performance
information reporting; Support the use and ensure quality of performance
information reporting in the Department of Basic Education; Write operational,
quarterly, annual and medium-term plans, reports, briefings and presentations
including those on the outcome and other public sector compliance
requirements; Refine and provide advice on improving indicator descriptions
for performance information to be used in planning and reporting obligations of
the Department of Basic Education and entities where appropriate; Manage
branch reviews dealing with Performance Information and use these in
preparation of departmental systems for the audit and for drafting of improved
plans and reports; Prepare presentations, plans, reports, updates, analyse
documents, briefings and progress reports of basic education sector performance information.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE: Shortlisted candidates may be required to undergo a writing test and will be
subjected to a security clearance.
CLOSING DATE: 05 March 2021

POST 05/09: ASSISTANT DIRECTOR: COORDINATION AND SECRETARIAT SUPPORT
REF NO: DBE/15/2021
Branch: Office of the Director-General
Chief Directorate: Office of the Director-General Support Service
Directorate: Co-ordination and Secretarial Support
SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: A 3 year relevant (NQF level 6) post matric qualification or equivalent
qualification as recognised by SAQA supported by 3 years’ relevant experience
in providing coordination, administrative and secretariat support service to
governance structures; experience in the field of education will be an added
advantage; understanding of Government policies, in general and basic
education policies and related legislation, in particular; good interpersonal and
communication skills to interact with senior managers at all levels, as well as
good planning and organisational skills; ability to write good analytical reports,
work under pressure within tight timeframes; computer literacy and application;
williness to travel and a valid driver’s license.
DUTIES: The successful candidate will be expected to coordinate and manage the
provision of high-level secretariat support service to meetings of statutory
bodies such as the Council of Education Ministers (CEM) and Heads of
Education Departments Committee (HEDCOM), various departmental
structures such as Broad Management, Senior Management and Ministerial
Management, manage decision support systems and processes to optimise
functions of governance structures; serve as a custodian of executive decisions
of governance structures and develop a mechanism to ensure executive
decisions are acted upon.
ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE: Shortlisted candidates will be expected to undergo a competency test and the
successful candidates will be subjected to a security clearance.
CLOSING DATE: 05 March 2021
ANNEXURE B

DEPARTMENT OF DEFENCE

CLOSING DATE: 26 February 2021 16:00 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 05/10: DEPUTY DIRECTOR AUDIT MANAGER REF NO: IAD/13/20/01

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

CENTRE: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS: Bachelor’s Honour’s Degree/Postgraduate Diploma/Bachelor’s Degree in Internal Auditing, Finance or related fields. (NOF Level 8). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of financial statements in Private and Public Sector. Three (3) years management experience of which it should
DUTIES:
The successful incumbent will amongst others be responsible for the following:
- Review of financial statements, documents, data and accounting entries.
- Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department’s audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Participate in the development of a risk register. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

ENQUIRIES:
Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS:
Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/11:
DEPUTY DIRECTOR PERFORMANCE INFORMATION REF NO: IAD/13/20/02

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

CENTRE:
Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS:
Bachelor’s Honour’s Degree/Postgraduate Diploma/Bachelor’s Degree in Internal Auditing, Finance or related fields, (NQF Level 8). Job Related Work Experience: Five (5) years extensive experience in Performance Audits and Compliance Management Information. Three (3) years management experience of which it should be in middle management. Membership of the Institute of Internal Auditors is recommended. Special requirements (Skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills. And Computer literate. Organisational skills. Good interpersonal relations, Interviewing skills, analytical and research skills. Auditing knowledge, Extensive knowledge of government policies, departmental policy. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management. Extensive knowledge on the frameworks for Performance information, Framework for

DUTIES: The successful incumbent will amongst others be responsible to evaluate whether compliance with relevant legislation, National Treasury frameworks and policies has been achieved in the development of the Department of Defence’s (DOD) Strategic planning and reporting documents that includes: Five years Strategic Plan (SP) horizon with planned projects and programme implementation; Annual Performance Plan (APP) including forward projections for a further two years, consistent with the medium-term expenditure framework (MTEF) period. Analysis and interpretation of the requirements related to the SP and APP of a public institution. Verification/assessment of the in-year implementation data (evidence) of the QPR against the achievements for the implementation of the APP drawing up of the AR subjected to an annual review and oversight process. The assessment of the reported data related to reliability of performance information reported criteria (Validity, accuracy and completeness). Review/assess the consistency/alignment of inputs to the Annual Report against the DOD APP (Mandate of the institution, Strategic objectives as indicated in the SP, and Performance indicators and targets). Budgetary as indicated in the APP and QPR’s Assess the submission processes of Quarterly Performance Report (QPR) and Annual Report (AR) according to National Treasury reporting calendar timelines and the provision of information to DOD executive authorities, Audit Committee, National Treasury, the Presidency and Parliamentary portfolio committees. Ensure that controls around the development and maintenance and reporting of the SP, APP, QPR’ and AR are appropriately designed and effectively implemented.

ENQUIRIES: Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/12: DEPUTY DIRECTOR: INTERNAL AUDIT SUPPORT REF NO: IAD/13/20/03

SALARY: R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.


ENQUIRIES: Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031.

APPLICATIONS: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.
POST 05/13

ASSISTANT DIRECTOR SENIOR AUDITORS REF NO: IAD/13/20/04

SALARY: R470 040 per annum (Level 10)
CENTRE: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS:
A recognised Degree or National Diploma in Internal Auditing, Finance or related fields. (NQF Level 7). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Three to four years credible and applicable experience in Internal Audit of financial statements in Private or Public Sector. Special requirements (Skills needed): Auditing skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, Knowledge of government policies, Modified Cash Standards, departmental policy. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.

DUTIES:
The successful incumbent will amongst others be responsible for the following:
- Review of financial statements, documents, data and accounting entries.
- Assess compliance with financial regulations and controls by testing the financial reporting systems, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position and internal controls systems. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and operational issues. Provides financial control information by collecting, analysing and summarizing data and trends. Provision of independent and objective internal audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies, procedures and applicable laws and regulations. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Participate in the development of a risk register. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Track audit coverage and report on progress to the Director. Review and appraise the soundness, adequacy and the application of the accounting, financial and operational controls. Perform audits on projects. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocation. Developing and implementing of a three-year audit strategic plan. Provide consulting and advisory services as requested and as required. Examine the accuracy of internal records, information systems, management procedures and internal controls. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism.

ENQUIRIES:
Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

APPLICATIONS:
Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/14

ASSISTANT DIRECTOR PERFORMANCE INFORMATION REF NO: IAD/13/20/05

SALARY: R470 040 per annum (Level 10)
CENTRE: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

REQUIREMENTS:
A recognised Degree or Diploma in Internal Auditing, Finance or related fields. (NQF Level 7). Job Related Work Experience: Three (3) years extensive experience in Compliance Audits and Performance Information Audits. Special requirements (Skills needed): Auditing skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills and Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Audit knowledge, knowledge of government policies, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of

**DUTIES**: The successful incumbent will amongst others be responsible to evaluate whether compliance with relevant legislation, National Treasury frameworks and policies has been achieved in the development of the Department of Defence’s (DOD) Strategic planning and reporting documents that includes: Five –years Strategic Plan (SP) horizon with planned projects and programme implementation; Annual Performance Plan (APP) including forward projections for a further two years, consistent with the medium-term expenditure framework (MTEF) period. Analysis and interpretation of the requirements related to the SP and APP of a public institution. Verification/assessment of the in-year implementation data (evidence) of the QPR against the achievements for the implementation of the APP drawing up of the AR subjected to an annual review and oversight process. The assessment of the reported data related to reliability of performance information reported criteria (Validity, accuracy and completeness). Review/asses the consistency/alignment of inputs to the Annual Report against the DOD APP (Mandate of the institution, Strategic objectives as indicated in the SP, and Performance indicators and targets), Budgetary as indicated in the APP and QPR’s. Assess the submission processes of Quarterly Performance Report (QPR) and Annual Report(AR) according to National Treasury reporting calendar timelines and the provision of information to DOD executive authorities, Audit Committee, National Treasury, the Presidency and Parliamentary portfolio committees. Ensure that controls around the development and maintenance and reporting of the SP, APP, QPR and AR are appropriately designed and effectively implemented.

**ENQUIRIES**: Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031

**APPLICATIONS**: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

**POST 05/15**: SENIOR INTERNAL AUDITOR REF NO: IAD/13/20/06

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

**CENTRE**: Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

**REQUIREMENTS**: A recognised post matric qualification or equivalent (Degree/Diploma/NQF level 5/6) in Internal Auditing. A minimum of three to four years’ experience in Internal Auditing. Special requirements (Skills needed): Strong communication skills (verbal and written), computer literate, problem solving skills, analytical/research skills, decision making skills, planning and organising skills. Knowledge of management, Financial Administration and auditing skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES**: Compile yearly audit schedules with regard to audits to be conducted. Executing of internal audits in accordance with the Internal Audit Strategic Plan. Compilation of internal audit working papers. Feedback of all audit activities to the Audit Manager. Planning the audits according to the approved Internal Audit Plan, Conduct audits, compile reports, test the effectiveness and efficiency of the internal control system in the Department. Discuss audit findings and reports with the line manager, Communicate audit results in writing including objectives, scope, applicable conclusions, recommendations and action plans, Perform ad hoc assignments/investigations as and when required. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures. Ensure independent and objectivity in providing internal audit service. Conduct audits in accordance with the internal audit standards. Provide advice during the normal course of auditing to your Audit Manager with regards to rectifying of discrepancies and deviations discovered during the course of an Audit. Record opening and closing interviews with your Audit Manager. Scheduling and conduct of follow-up audits. Ensure compliance with established policies, procedures and applicable laws and regulations. Test the accuracy of internal records, information systems, management procedures and internal controls. Recommend necessary improvements in the internal control systems. Perform
Quality reviews on all audit work carried out. Ensure professionalism by applying the relevant internal audit standards. Test the existence, adequacy and effectiveness of management controls. Keep yourself updated with policies and regulations, which have an impact on audits. Allocate of tasks to your subordinates. Supervise all audit tasks. Maintain of discipline during and after audits. Review the audit working papers and write review notes regards to the improvement of the working papers. The review notes should be files on the working papers files together with the corrective actions. Compiling of formal queries and audit reports. Issue the customer survey questionnaires to the auditees during the closing meeting. Attend yearly internal audit Review.

ENQUIRIES
Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031
APPLICATIONS
Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/16
SENIOR INTERNAL AUDITOR REF NO: IAD/13/20/07
(Re-Advertised)
SALARY
R316 791 per annum (Level 08)
CENTRE
Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
REQUIREMENTS
A recognised post matric qualification or equivalent (Degree/Diploma/NQF level 5/6) in Internal Auditing. A minimum of three to four years’ experience in Internal Auditing. Special requirements (Skills needed): Strong communication skills (verbal and written), computer literate, problem solving skills, analytical/research skills, decision making skills, planning and organising skills. Knowledge of management, Financial Administration and auditing skills. Must be able to obtain a confidential security clearance within a year.
DUTIES
Compile yearly audit schedules with regard to audits to be conducted. Executing of internal audits in accordance with the Internal Audit Strategic Plan. Compilation of internal audit working papers. Feedback of all audit activities to the Audit Manager. Planning the audits according to the approved Internal Audit Plan, Conduct audits, compile reports, test the effectiveness and efficiency of the internal control system in the Department. Discuss audit findings and reports with the line manager, Communicate audit results in writing including objectives, scope, applicable conclusions, recommendations and action plans, Perform ad hoc assignments/investigations as and when required. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures. Ensure independent and objectivity in providing internal audit service. Conduct audits in accordance with the internal audit standards. Provide advice during the normal course of auditing to your Audit Manager with regards to rectifying of discrepancies and deviations discovered during the course of an Audit. Record opening and closing interviews with your Audit Manager. Scheduling and conduct of follow-up audits. Ensure compliance with established policies, procedures and applicable laws and regulations. Test the accuracy of internal records, information systems, management procedures and internal controls. Recommend necessary improvements in the internal control systems. Perform Quality reviews on all audit work carried out. Ensure professionalism by applying the relevant internal audit standards. Test the existence, adequacy and effectiveness of management controls. Keep yourself updated with policies and regulations, which have an impact on audits.
ENQUIRIES
Mrs Adri Rocher Tel No: (012) 649 1065 or Mrs S. Nkosi Tel No: (012) 649 1031
APPLICATIONS
Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand delivered to Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion.

POST 05/17
SECRETARY II REF NO: DIA/36/20/01
SALARY
R173 703 per annum (Level 05)
CENTRE
Defence Internal Affairs Division, Armcor Building erasmuskloof Pretoria
### REQUIREMENTS
Grade 12/ NQF 4 plus Secretarial or Office Management Diploma. Previous experience in rendering secretarial or administrative support will be an advantage. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyze documents and situations. Excellent secretarial skills.

### DUTIES
Record appointments and events and manage the Director's diary. Ensure effective flow of information and documents to and from the office of the Director. Scrutinise documents to determine actions/information/other documents required for meetings. Receive telephone calls and refer to the correct role players. Write/type documents memorandum, letter and reports. Handle classified files and documents. Compile agendas and take minutes during Director's meeting. Identify venues, invite role players, organise refreshments and set up schedule for Director's and events. Prepare briefing and notes for the Directors as required. Keep a filing system. Coordinate all logistical arrangements for the visitors visiting the Director. Remain abreast with the procedures and process that apply in the office of the Director and the entire Department. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress made.

### ENQUIRIES
Mr T.E. Bogopane Tel No: (012) 355 5435 or Mr K. Davhana Tel No: (012) 355 5859.

### APPLICATIONS
Department of Defence, Defence International Affairs Division, Private Bag X910, Pretoria 0001 or may be hand delivered to Department of Defence, Defence International Affairs Division, C/C Nossob and Boeing Street, Erasmuskloof (Armscor Building) Pretoria 0001.

### POST 05/18
SENIOR SECRETARY REF NO: CFO 21/1/5

### SALARY
R173 703 per annum (Level 05)

### CENTRE
Finance Management Division, Chief Directorate Accounting, Directorate Central Accounts, Pretoria.

### REQUIREMENTS
Minimum requirements: Grade12 certificate. Computer literate (Excel, PowerPoint, and Word). Planning, organizational skill and time management. Good communication skills (verbal, written and the ability to communicate well with people at different levels). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Be presentable, reliable and punctual. Added advantage: Post matric qualification. Grade 12 with Commercial subjects will be an added advantage. One (1) year exposure to general secretarial duties.

### DUTIES
Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timely. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.

### ENQUIRIES
Mr M.H. Singh Tel No: (012) 392 2735

### APPLICATIONS
Application may be submitted electronically via email to: CareerManagement.FMD@dod.mil.za Please use reference number not post number.

### NOTE
Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and People with disability.
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: 26 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new 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 Equity Plan of the Department shall inform the employment decision. 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 Specialist: Employer Audit, Ref No: HR 4/4/8/39 for Provincial Office: Northern Cape, advertised on circular no 3 of 2021 with a closing date of 15 February 2021 is withdrawn. Sorry for inconveniences. Enquiries Mr IS Vass Tel No: (053) 8381652

OTHER POSTS
POST 05/19
ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR/4/4/8/46
SALARY: R376 596 per annum
CENTRE: Provincial Office: Northern 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 ZL Albanie, Tel No: (053) 838 1502

**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 05/20**

C**HIEF SECURITY OFFICER REF NO: HR 4/4/1/90**

**SALARY**

R257 508 per annum

**CENTRE**

Provincial Office: East London

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr S Bata Tel No: (043) 701 3047

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za

**FOR ATTENTION**


**POST 05/21**

S**ERVICE DESK AGENT REF NO: HR 4/21/02/06HO**

**SALARY**

R2 08 584 per annum

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

Grade 12/ Matriculation. National Higher Certificate/College Diploma (NQF 5) as recognised by SAQA in Information Technology (ICT), ITIL Foundation and A+ or N+. 6 Months experience. Knowledge: Strong comprehension of English language, Microsoft applications literate, Processes and procedures, Service desk environment. Skills: Strong communication to provide high quality customer service, Ability to listen and ask relevant questions, Exceptional written and oral communication skills, Fluent English, Analytical, Telephone Etiquette, IT Skills.

**DUTIES**

Log incidents on IT Service Management (ITSM) system from incoming calls and emails. Ensure that all related documentation is attached to the logged incidents and requests. Manage call assigning and escalation. Follow up and update all user and engineer activity on the logged calls where applicable.

**ENQUIRIES**

Ms R Mudau Tel No: (082) 928 0808

**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-HQ2@labour.gov.za

**NOTE**

NB: All attachments must be in PDF and in one (1) 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.
ANNEXURE D

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 01 March 2021

NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver’s License in order to be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POSTS

POST 05/22: SCIENTIST PRODUCTION GRADE A-C: PHYSICAL OCEANOGRAPHY

REF NO: OC04/2021

SALARY: R618 732 - R939 621 per annum (All inclusive remuneration package, conditions apply)

CENTRE: Cape Town

REQUIREMENTS: An appropriate recognized BSc Hons Degree in Physical Oceanography, or an equivalent Natural Sciences qualification plus three (3) to six (6) years relevant post-qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist (must provide certified copy of registration certificate or proof of recently completed application). Must have good knowledge and understanding of physical oceanographic processes and variability around South Africa. Ability to conduct basic and applied oceanographic research. Proven skills in applying analytical and statistical techniques for the interpretation of in situ physical oceanographic data. Proven ability to analyse and interpret large datasets, like Remote Sensing or in situ data streams. Must have good communication (both verbal and written), and report writing skill. A proven track record of relevant research and development output, including mentoring. Willingness and ability to go to sea regularly and for extended periods. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951) in order to undertake research at sea.

DUTIES: Maintain, develop, and implement methodologies, systems, policies and procedures related to physical oceanographic monitoring and research. Continually implement and update standard operating procedures for meeting international data quality standards. Participate in the collection of data at sea, and routinely apply analytical and statistical data analysis techniques. Conduct basic and applied research and monitoring in the field of Physical Oceanography, and participate in interpretation and development of new ocean research and monitoring products. Publish and communicate research and monitoring output through presentations, peer-reviewed and technical literature. Develop skills, mentor and supervise staff and students, and supervise research and development projects.

ENQUIRIES: Dr Tarron Lamont, Cell: 082 224 6239

20
POST 05/23 : ASSISTANT DIRECTOR: INTERNAL AND EXTERNAL COMMUNICATION
REF NO: CMS02/2021

SALARY : R376 596 per annum. Total Package R532 814 per annum / conditions apply)
CENTRE : Cape Town
REQUIREMENTS : A recognised three year Degree/Diploma (NQF6) in Communication or relevant qualification in communications. 3-5 years post graduate experience in communications or related field. The candidate should have good communication skills (verbal and written); media liaison experience; experience in the development of internal and external communication plans; experience in drafting media alerts and statements; basic photography skills; social media experience. Knowledge of computer literate (familiar with packages such as Microsoft Excel, PowerPoint, MS Word, Internet, etc). Candidates must also be able to work well under pressure, work irregular hours and in a team. A valid driver’s license is required.

DUTIES : The successful candidate will perform the following key functions provide media liaison support; Assist in development and implementation of media plans for Department’ events. Assist in implementation of the Department’ external communication strategy. Provide writing and photography support for internal and external events and campaigns. Internal communications support, Contribute to departmental publications. Assist in the production/ placement of media adverts. Provide social media support for internal and external events and campaigns. Assist in any communication related project/programme in the department, and logistics and or communication outputs of events.

ENQUIRIES : Mr Z Nqayi, Cell: 082 898 6483

POST 05/24 : SENIOR ADMINISTRATIVE OFFICER: TRAVEL SERVICES REF NO: CMS05/2021

SALARY : R316 791 per annum (Total Package of R460 251)
CENTRE : Cape Town

DUTIES : Ensure that payments is in line with what has been submitted. Compile weekly reports. Forward payment to supervisor for verification. Monitor travel and accommodation bookings. Check and verify information that are correctly captured on the travel system. Verify information of the vehicle and the official designation. Authorise request if all information is correct. Process hired/rented vehicle accident payments. Compile BAS payment advices for rented vehicle accidents. Forward BAS payment forms for verification and authorisation. Submit notice of the accidents to the drivers of the hired/rented vehicles as requested by the Loss Control section. Send a request to Registry to open accident files. Report on late cancellations and irregularities of invoices. Identify late cancellations on supplier’s invoices. Draft notice of not submitted and cancellation on supplier invoices. Prepare notification to officials. Report irregularities and unauthorised expenditure.

ENQUIRIES : Mr Š Ntloko, Cell: 0734992082
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department’s Employment Equity Plan.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Ndlovu

CLOSING DATE: 26 February 2021

NOTE: Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers licence where required. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration.

OTHER POSTS

POST 05/25: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND LABOUR RELATIONS REF NO: 3/1/5/1 – 21/06

Directorate: Human Resource Management

SALARY: R733 257 – R863 748 per annum (Level 11) (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A three year National Diploma/Bachelor’s degree in Labour Relations Management/Labour Law/ LLB as recognised by SAQA. Four (4) years relevant experience of which two (2) years must be at Assistant Director Level. Advanced analytical and problem solving skills. Knowledge of Employment Legislations and Public Service Regulatory Framework, Knowledge of Professional Ethics infrastructure in the Public Service. Strong understanding of policy formulation, interpretation, and implementation. Knowledge of Human Resource best practices. Ability to plan, organize and conduct research and analyse policies. Computer Literacy with knowledge of MS Access and Project will be an added advantage. Dispute resolution and conflict management competencies. Strong investigative and report writing skills. Good communication skills (facilitation, negotiation, presentation, verbal and written).
A valid driver’s license and willingness to travel. Experience in the public sector.

** Duties **

Develop departmental strategies and systems relating to dispute resolution mechanisms, including policies, procedures and processes. Monitor and evaluate implementation and compliance with collective agreements, policies and legislations. Render advisory services to management and employees at all branches and divisions of the Department. Provide Labour Relations training. Represent the Department in conciliation and arbitration proceedings. Facilitate the management of discipline and grievances in the Department. Conduct research and benchmarking initiatives for the best practices and Labour Relations practices accordingly. Promote high standard of Professional ethics and Code of Conduct in the Department. Oversee, coordinate and manage the overall HR Planning, Recruitment and Selection Processes of the Department. Advice and consult with management as well as relevant stakeholders on planning, formulating and implementing the HR Plan, Recruitment and Selection principles and practices relevant to the Department. Render expert advice on the screening of most suitable candidates in line with Employment Equity prescripts in order to support the strategic objectives and post requirements of the Department’s core mandate. Provide leadership / advice to management and line functions with regard to recruitment and selection processes. Coordinate, compile and submit HR Plan and HR Planning reports of the Department within prescribed timeframes. Ensure compliance with relevant Recruitment legislation. Compile weekly, monthly, quarterly and annual reports on Labour Related Cases and HR Plan, Recruitment and Selection Processes. Supervise staff and manage their performance according to the Performance Management System.

** Enquiries **

Ms Z Ngwenya Tel No: (012) 473 0472

** Post 05/26 **

** Deputy Director: Risk Management Ref No: 3/1/5-21/07 **

(12 Months Contract)

Directorate: Strategic Planning, Risk Management, Performance Monitoring & Reporting

** Salary **

R733 257 – R863 748 (Level 11) (all-inclusive remuneration package)

** Centre **

Pretoria

** Requirements **

Applicants should be in possession of a relevant National Diploma (NQF 6) or a Bachelor’s Degree (NQF 7) preferably in Risk Management or equivalent related qualification as recognised by SAQA, and at least four (4) years relevant experience in the risk management environment, of which two (2) years should be at Assistant Director Level / salary level nine (9) or ten (10). He/she should have knowledge of the Public Finance Management Act, Treasury Regulations, Corporate Governance and Risk Management Framework. Knowledge of risk management software will be an added advantage. Required skills: project management, computer literacy, planning and organisational, analytical skills, monitoring & evaluation, interpersonal & negotiation skills, problems solving skills, and customer care skills. He/she should have sound understanding of government policy, general knowledge of government mandate and a keen interest in current and government affairs. A valid driver’s licence is also required.

** Duties **

Assist in linking risk management processes with the Department’s objectives and business plan. Develop, review, monitor and implement the enterprise risk management framework within the department. Assist in developing and rolling out an on-going risk management awareness programme throughout the department. Consult with stakeholders within the areas of responsibility to ensure identification and management of risks. Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department, guided by the departmental risk management strategy and policy. Assist in project risk analysis and evaluation of various projects Provide advice to management on issues related to risk management. Identify potential business interruptions, develop safeguards against these interruptions and implement recovery procedures in the event of business interruptions. Ensure plans are in place to keep the Department functioning after disruptive events such as natural disaster, sabotage, crime and computer and human error. Monitor and evaluate the departmental risk profiles and related action plans and report on such. Assist in compiling risk management quarterly reports to the departmental Risk Management Committee and Management Committee.
Coordinate the Integrity Management within the department as part of part of the department’s anti-corruption initiatives.

**ENQUIRIES** : Ms N Peter Tel No: (012) 473 0339

**NOTE** : Preference will be given to African and Coloured Male/Female. People with disability will be given preference regardless of race.

**POST 05/27** : ASSISTANT DIRECTOR: ETHICS AND LABOUR RELATIONS REF NO: 3/1/5/1 – 21/08

Directorate: Human Resource Management

**SALARY** : R376 596 per annum (Level 09) (Commencing salary)

**CENTRE** : Pretoria

**REQUIREMENTS** : A three year National Diploma/Bachelor’s degree in Labour Relations Management/ Labour Law/ LLB. Three (3) years relevant experience of which one (1) year must be at supervisory level (salary level 7/8). Knowledge and experience of Anti-corruption initiatives in the public service; Knowledge of Professional Ethics infrastructure in the Public Service; Ability to conduct research and compile reports based on good governance legislation. Traceable experience and sound knowledge of labour relations statutes including but not limited to: - BCEA, LRA, EEA, SDA, PSA, PSR, POPI Act, GPSSBC and PSCBC resolutions. Good computer skills (including Excel, Word, PowerPoint and Outlook). Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills. Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. A valid drivers’ license. Experience in the public sector.

**DUTIES** : A successful candidate will be responsible for implementing the ethics strategy and policies. Promote high standard of Professional ethics and Code of Conduct in the Department. Provide inputs into the Ethics and Integrity Management. Facilitate Financial Disclosures, Other Remunerative Work applications and make recommendations to the Ethics Committee. Evaluate completeness and accuracy on disclosed information and detect potential and actual conflicts. Provide support to the Departmental Ethics Committee. Facilitate ethics meetings and produce accurate minutes and reports. Facilitate and co-ordinate all ethics and integrity training and awareness sessions. Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the department. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously.

**ENQUIRIES** : Ms Zanele Ngwenya Tel No: (012) 473 0472

**POST 05/28** : REGIONAL COMMUNICATION COORDINATOR XHARIEP DISTRICT MUNICIPALITY REF NO: 3/1/5/1 – 21/09

Directorate: Free State Provincial Local & Liaison

**SALARY** : R376 596 per annum (Level 09) (Commencing salary)

**CENTRE** : Kopanong Thusong Service Centre (Trompsburg)

**REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year Degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Xhariep district municipality and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver’s licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

**DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Xhariep District Municipality as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines
for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments’ delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES

Ms M Moshugi Tel No: (051) 448 4504

NOTE

Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 05/29

FOOD SERVICE AID: GENERAL REF NO: 3/1/5/1 – 21/10

Directorate: Security and Facilities Management

SALARY

R102 534 per annum (Level 02) (Commencing salary)

CENTRE

Pretoria

REQUIREMENTS

Standard 7/Grade 9 of NQF level 1 or 2 (Abet level 2 certificate or equivalent). No working experience is required. Be able to work under pressure. Able to work shifts including public holidays, Good communication, numerical, organizing and supervisory skills.

DUTIES

Clean kitchen utensils and equipment, Provide catering support service, Keep stock of kitchen utensils and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal, Prepare food, snack and beverage (water, tea, coffee, milk, sugar and cold drinks), Setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, Responsible for food suppliers and report waste and losses.

ENQUIRIES

Ms Livhuwani Joy Maraga Tel No: (012) 473 0117

NOTE

Preference will be given to coloured, Indian and White Male/Female. People with disability will be given preference regardless of race.

INTERNET/SIP PROGRAMME FOR 2020/2022

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eight (8) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

POST 05/30

GRADUATE INTERNET/SIP PROGRAMME: EASTERN CAPE PROVINCIAL LIAISON REF NO: 3/1/5/1 – 21/11

(24 months-contract)

Directorate: Eastern Cape Provincial & Local Liaison

STIPEND

R6747.75 per month

CENTRE

East London, Eastern Cape

REQUIREMENTS

An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial
Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

**ENQUIRIES**

Mr N Pinyana Tel No: (043) 722 4903/4914
APPLICATIONS: Applications have to be addressed to: The Deputy Principal: Academic Services, KwaZulu-Natal CET College, 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

CLOSING DATE: 26 February 2021 at 16:00

NOTE: Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email address. 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 (certified within the last 3 months) 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 representatively 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. 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.

OTHER POST

POST 05/31: PROJECT CO-ORDINATOR REF NO: KZNCETC/01/AS/2021
College Council Appointment (Three (3) Year Fixed Term Contract)

SALARY: R316 791 per annum (Level 08) + 37% in lieu benefits
CENTRE: Central Office (KwaZulu-Natal CET College)
REQUIREMENTS: Grade 12, an appropriate REQV 13 Teaching Qualification, A valid SACE Registration Certificate. End user/ computer knowledge in Microsoft office programmes. Experience in Training and skills development environment with understanding of assessment and moderation process. Programme management qualification, teaching experience in the CET sector would be an added advantage.

DUTIES: Liaising with SETA’s and other stakeholders, Administer, Coordinate, Manage and monitor College SETAs and other stakeholder’s projects linked to Skills programmes. The Incumbent will be responsible for the submission of proposals to SETAs and other relevant potential funders. Registration of the learners on the appropriate learner management systems. Submit progress reports to the funders and to the College. Liaise with QCTO for programme accreditation. Ensure learner certification. Uploading of learnership results on SETA system or any other appropriate system. Open Client Project File. Create learner profile on learner Management System.

ENQUIRIES: Mrs ND Mncube Tel No: (031) 350 4377
ANNEXURE G

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE: 01 March 2021

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

OTHER POSTS

POST 05/32: DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: 21/18/CFO

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A Degree/National Diploma in Supply Chain Management, Financial Management or Business Management or equivalent qualification at (NQF level 6); 3 years’ experience in Contract Management and Supplier performance environment of which 3 years’ should be at supervisory level; Knowledge of Supply Chain Management (SCM) regulatory framework, the Public Finance Management Act (PFMA) and relevant National Treasury Regulations, A valid driver’s license. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Analytical skills; Problem solving skills; Planning and Organizing skills; Interpersonal relationship skills.

DUTIES: Key Performance Areas: Provide supplier performance management services; Manage and administer litigation and contract management; Manage contract management risk; Develop SCM performance management plan and report thereof (efficiency analysis, improvement, standard process and templates); Develop and implement SCM document management framework (e-filing structure, security, classification, repository, collaboration and automation); Develop procedures for the implementation of National Treasury SCM reforms on SCM related case law; Provide effective people management.

ENQUIRIES: Mr J. Maluleke Tel No: (012) 315 1090

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-CFO@justice.gov.za
POST 05/33  : ADMINISTRATIVE OFFICER (X2 POSTS)

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

CENTRE  : Magistrate's Office: Welkom Ref No: 21/24/FS
          Magistrate's Office: Bloemfontein Ref No: 21/25/FS

REQUIREMENTS : A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.

DUTIES : Key Performance Areas: Manage finances of the Office (Third Party Funds and Vote Account); Perform related duties in the criminal and civil court administration sections; Check diverse documents and work performance of co-workers for completion and correctness; Assist in managing the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement departmental policies; Assist in Cluster statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Provide effective people management

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-24-FS@justice.gov.za OR fax 0864003806/0865070071

POST 05/34  : SENIOR COURT INTERPRETER (X3 POSTS)

SALARY  : R257 504 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE  : Magistrate's Office, Thaba Nchu Ref No: 21/15/FS
          Magistrate's Office, Welkom Ref No: 21/13/FS
          Magistrate's Office, Sasolburg Ref No: 21/14/FS

REQUIREMENTS : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting or Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Thaba-Nchu: Sesotho, Setswana, English and Afrikaans; Language Proficiency: Welkom: Sesotho, IsiXhosa, English and Afrikaans and Language Proficiency: Sasolburg: English, Afrikaans, Sesotho and IsiZulu.

DUTIES : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book/register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-15-FS@justice.gov.za or fax 0864003806/0865070071

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-13-FS@justice.gov.za or fax 0864003806/0865070071

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-14-FS@justice.gov.za or fax 0864003806/0865070071

29
STATE ACCOUNTANT REF NO: 21/17/CFO  
Division: Budget Operations

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

CENTRE: National Office: Pretoria

REQUIREMENTS: 3 years Degree/National Diploma in Finance or equivalent qualification; At least 1 year experience in the financial environment within the public service; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems (BAS) 34 and PERSAL; Knowledge of legislation and prescripts within the public services; A valid driver’s license. Skills and Competencies: Computer literacy (Ms Word, Excel and PowerPoint); Good communication skills (Written and Verbal); Good interpersonal skills; Accuracy and attention to detail; Ability to work in a team and independently.

DUTIES: Key Performance Areas: Monitor the implementation of corrective measures on monthly basis to improve final expenditure; Maintain credible expenditure and financial information in the Department’s financial system; Assist in compiling inputs for the Medium-Term Expenditure Framework (MTEF); Estimates of National Expenditure (ENE); Adjustment Estimates and cash flow for branches; Compile monthly expenditure report for reporting to relevant stakeholders; Monitor and analyses expenditure trends against the budget and cash flow projections for the relevant in the Department.

ENQUIRIES: Ms Molebogeng Qhamakoane Tel No: (012) 357 8591

APPLICATIONS: Quoting the relevant reference number, direct your application to:  Email Address: DOJ21-17-CFO@justice.gov.za

STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 21/16/CFO (X5 POSTS)

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

CENTRE: National Office: Pretoria

REQUIREMENTS: An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification NQF6; A minimum of 2 years relevant experience in Internal Control/ Financial Accounting/ Auditing / Supply Chain Management; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and Persal Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyze and solve problems; Report writing skills.

DUTIES: Key Performance Areas: Assess and conduct determination of possible irregular, unauthorized, fruitless and wasteful expenditure; Ensure appropriate progressive disciplinary action is implemented on all irregular expenditure incurred; Keep statistics of work performed for reporting purposes; Detect internal control weaknesses, investigate weakness in identified areas, report findings and make recommendations; Provide effective people management.

ENQUIRIES: Mr. J. Maluleke Tel No: (012) 315 1090

APPLICATIONS: Quoting the relevant reference number, direct your application to:  Email Address; DOJ21-16-CFO@justice.gov.za

NOTE: People with disabilities are encouraged to apply

MAINTENANCE INVESTIGATOR (X2 POSTS)

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

CENTRE: Magistrate’s Office, Thaba-Nchu Ref No: 21/20 /FS  
Magistrate’s Office Harrismith Ref No: 21/19/FS

REQUIREMENTS: Grade 12 certificate or equivalent qualification. Experience in Family Law matters. Knowledge of the Maintenance Act (Act 990 of 1998) and Investigative experience. A valid drivers’ license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written). Numeric skills. Ability to: Work with the public in a professional and empathetic manner; Develop a through understanding of all services procedures. Involved in the
area of Maintenance and other areas of Family Law. Explain legal terminology and processes in simple languages. Manage time effectively and develop good facilitation skills. Think innovatively and work in pressured environment. Assist the court in the conducting of Maintenance enquiries.

**DUTIES**

**Key Performance Areas:**
- Trace persons liable to pay maintenance and Maintenance defaulters.
- Gather and secure information related to maintenance enquiries and defaulters.
- Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors.
- Work with the public in a professional and empathetic manner.
- Render administrative support to the office.
- Outdoor function requiring physical tracing capabilities.
- Serve documents on complaints/ Respondent/Banks/ Employees/ect.
- Draft investigation reports.

**ENQUIRIES**

Ms. NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:
- Email Address: DOJ21-20-FS@justice.gov.za OR fax 0864003806 / 086507007
- Email Address: DOJ21-19-FS@justice.gov.za OR fax 0864003806 / 086507007

**POST 05/38**

**FAMILY LAW ASSISTANT REF NO: 21/22/FS**

**SALARY**

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

**CENTRE**

Office of the Family Advocate: Welkom

**REQUIREMENTS**

- Three (3) year Bachelor’s degree /National Diploma in legal field or equivalent legal qualification; Three (3) years administration experience; Knowledge in the functions of the Office of the Family Advocate; A valid driver’s licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Conduct legal research; Good interpersonal relations.

**DUTIES**

**Key Performance Areas:**
- Conduct screening interviews and parental rights/responsibilities information sessions;
- Assist members of the public with form completion and queries;
- Assisting Family Advocates in conducting customer satisfaction surveys and community outreach projects;
- Support the Family Advocate with regards to matters on the court roll;
- Receive and screen correspondence and draft responses on behalf of the Family Advocate;
- Conduct mediations in disputes regarding parental responsibilities and rights.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:
- Email Address: DOJ21-22-FS@justice.gov.za or fax 0864003806 / 086507007

**POST 05/39**

**PROVISIONING ADMINISTRATIVE OFFICER (SUPPLY CHAIN) REF NO: 21/23/FS**

**SALARY**

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

**CENTRE**

Regional Office: Free State

**REQUIREMENTS**

- An appropriate three year Commercial/Administrative Degree/National Diploma or relevant equivalent qualification NQF6; At least 5 years working experience in the Supply Chain Management environment with 2 years’ experience at a supervisory level; A valid driver’s license; Knowledge of SCM Framework; Knowledge of Preferential Procurement Policy Framework Act, (PPPFA); BBBEE and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Exceptional report writing skills; Ability to work under pressure and be self-motivated; Good interpersonal relations.

**DUTIES**

**Key Performance Areas:**
- Ensure compliance to the PPPFA, Departmental Financial Instructions and PFMA; Attend and provide feedback from the Regional Bid Committee, procurement administration office and Regional Control Committee; Provide procurement support to Magistrate Courts; Monitor the progress of all quotations and provide reports; Monitor and control invitation of quotations in terms of the validity; Manage and control open orders on JYP; Manage creditors for the Region; Assist end users with development and consolidation of procurement plans; Conduct supplier on Government Central Supplier Database, Persal, National Treasury list of defaulters and list of restricted entities; Control of lease register for the province and exercise
delegations; Supervise staff in the Demand and Acquisition management section.

ENQUIRIES : Ms. N Dywili at Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-23-FS@justice.gov.za or fax 0864003806 / 0865070071.

POST 05/40 : CHIEF ADMINISTRATION CLERK (X3 POSTS)

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

CENTRE : Magistrate’s Office, Thaba-Nchu Ref No: 21/18 /FS
Magistrate’s Office, Bloemfontein Ref No: 21/16 / FS
Magistrate’s Office, Botshabelo Ref No: 21/17/ FS

REQUIREMENTS : Grade 12 certificate or Equivalent Qualification with 3-5 years relevant experience administration. A valid driver’s license and Court experience will serve as an advantage. Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint), Good Communication (Verbal and written). Good interpersonal relations and problem solving skills. Ability to work under pressure and work independently. Knowledge of PFMA, DFI, BAS and JYP.

DUTIES : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.

ENQUIRIES : Ms. N Dywili Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-FS@justice.gov.za or fax 0864003806 / 0865070071.
Quoting the relevant reference number, direct your application to: Email Address: DOJ21-16-FS@justice.gov.za or fax 0864003806 / 0865070071.
Quoting the relevant reference number, direct your application to: Email Address: DOJ21-17-FS@justice.gov.za or fax 0864003806 / 0865070071.

POST 05/41 : LEGAL ADMINISTRATIVE OFFICER: (MR1 – MR5) REF NO: 21/12/FS

SALARY : R198 411 – R912 504 per annum. (Salary will be determined in accordance with the experience as outlined in terms of the Occupational Specific Dispensation for legally qualified personnel). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Bloemfontein

REQUIREMENTS : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver’s license; Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.

DUTIES : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

ENQUIRIES : Ms N Dywili Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-12-FS@justice.gov.za OR fax 0864003806 / 0865070071.
<table>
<thead>
<tr>
<th>POST 05/42</th>
<th>MAINTENANCE OFFICER: MR1- MRS REF NO: 21/ 21/FS</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R198 411 – R505 893 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Magistrate’s Office, Bethlehem</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>LLB degree or recognized 4 year legal qualification. Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides; Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Skills and Competencies: Communication skills (oral &amp; written); Motivational skills; Loyalty, honesty, ability to work under pressure; Driving skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer Literacy.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. NM Dywili Tel No: (051) 407 1800</td>
</tr>
</tbody>
</table>
| **APPLICATIONS** | Quoting the relevant reference number, direct your application to: Email Address: DOJ21-21-FS@justice.gov.za OR fax 0864003806 / 0865070071.
DEPARTMENT OF MILITARY VETERANS

The mandate of the Department is to oversee and manage the implementation of government’s frameworks and programmes on Military Veterans. The department is an equal opportunity affirmative action employer. It is the department’s intention to promote representativity (race, gender and disability) through the filling of this post. Candidates whose appointment/promotion/transfer will promote representativity will therefore receive preference.

APPLICATIONS: Please forward your applications, quoting the relevant reference number, to dmv03012020@dmv.gov.za

FOR ATTENTION: Mr. J. Olivier

CLOSING DATE: 26 February 2021

NOTE: Applications must be submitted on a Z83 Application form, obtainable from any public service department or on the internet at http://www.dmv.gov.za/documents/Z83.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); certified copies (maximum certification of 6 months) of all qualification(s) including a Senior Certificate/Matric Certificate and ID-document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Failure to submit all the requested documents will result in the application not being considered. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. According to the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days, requirements for appointment at HOD’s should constitute the Executive Induction Programme for HOD’s and Structured Exchange/coaching programme endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate. The cost of the pre-entry certificate is for the candidate’s expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.

Successful candidates will be appointed on a probation period of twelve (12) months. The successful candidate shall be required to enter into a performance agreement within three (3) months of assuming her/his duties in the Department. The successful candidate shall within one (1) month of the date of her/his appointment conclude the prescribed contract of employment. The Appointment will only be made on the first notch of the advertised salary level. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests.

MANAGEMENT ECHELON

POST 05/43: DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV03/01/2021
(Five (5) year Contract)
Re-advertisement: Candidates who previously applied are encouraged to re-apply

SALARY: R1 978 533 per annum (Level 16) (An all-inclusive remuneration package) comprising of a basic salary (70% of package), employer’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
CENTRE : Pretoria

REQUIREMENTS : Undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration, Public Management or any other related qualification as recognized by SAQA. Eight (8) to ten (10) years’ experience at senior managerial level of which at least three (3) years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996. The candidate must have executive management experience with strong leadership capabilities. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management.

DUTIES : To provide strategic leadership to the Department in delivering its mandate. The candidate will be the Accounting Officer of the Department of Military Veterans who will guide and direct efficient and effective delivery of services to military veterans. Manage the development and implementation of policies and procedures that will guide the provision of holistic services to military veterans. Provide strategic guidance and leadership in the provision of Military Veterans socio-economic support services. Provide strategic guidance and leadership in the management and coordination of Military Veterans empowerment and stakeholder relations services. Provide oversight and take ultimate responsibility for the planning and the execution of the department’s plans and deliverables. Interpret political direction and intent of government and ensure mainstreaming into departmental vision and mission. Provide strategic guidance and leadership in ensuring that the political mandate is given administrative effect. Ensure policies, strategies and business and operational plans of the department are aligned and geared towards improved / optimal service delivery / service excellence in line with the political mandate. Provide strategic guidance and leadership in the management of the following: Communication services, Financial Management, Internal Audit, Risk Control and Compliance Services, Corporate Support Services, A special projects and programmes, proper delegation of authority, controls and accountability, Administration of statutory powers and delegated authority. Ensure that the department renders its services in an accountable and transparent manner. Manage consultative commitments as the Director General of Department. Serve as an interface between the parliament, elected officials and the Department.

ENQUIRIES : Mr J. Olivier Tel No: (012) 765 9314
ANNEXURE I

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

APPLICATIONS:

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

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

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

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

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

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

Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana

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

CLOSING DATE: 26 February 2021 at 16H00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver’s License (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency.
assessments and successful candidate to sign a performance agreement and be subjected to security clearance. NB: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

POST 05/44 : DEPUTY DIRECTOR-GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: 2021/02

SALARY : R1 521 591 per annum, (All inclusive negotiable package) including basic salary (60% of package) State’s contribution to Government Employee Pension Fund (15% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests. NOTE: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in the Built Environment, Management Sciences, Development Studies, Behavioural Sciences, Social Sciences, Economic Sciences or related field of study as recognised by SAQA plus 8-10 years’ experience at senior managerial level in the relevant field. Knowledge: Functioning of national, provincial and local government; Fundamental economics; financial management; EPWP goals and objectives; Employment creation strategies; appropriate labour intensive technologies; Skills development strategies. Skills: Strategic management; Executive management skills; Tender processes; Effective communication (verbal and written); Numeracy; Marketing and liaison; Programme and project management; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Influencing skills; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated, ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels, including political office bearers; People orientated; Hard-working; Highly motivated. Extensive travelling.

DUTIES : Manage and agree with funding agents (DOL/SETA) on-going support and resources to fund the beneficiary training on EPWP projects. Manage, co-ordinate and monitor support systems to ensure implementer’s training for EPWP projects. Support the implementation of EPWP across provinces. Commission researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all EPWP policies contribute to the departments’ strategic objectives; determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies; ensure that the budget framework is in line with Medium Term Expenditure Framework. Oversee the co – ordination of various training and capacity building initiatives of the EPWP sector; support Public Bodies in the different sectors to implement EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets. Ensure promotion of Labour intensive methods through all spheres of government; support the implementation of the Technical Support Programme to ensure the participation by Public Bodies; oversee the implementation of the Vukuphile Programme; oversee the coordination of social and environmental development across all sectors, through the Expanded Public Works Programme; Facilitate & co-ordinate all Non State Sector activities within EPWP. Oversee the coordination of Government Employment Programmes; oversee the monitoring of the implementation of PCC-PEP’s resolutions within the branch and in collaboration with the identified Departments; oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme. Prepare reports on the state of the implementation of the EPWP service level Agreements; manage and analyse researched data; Manage the development, implementation and maintenance of an effective monitoring and reporting...
frameworks; Oversee the Design and manage a risk management plan; Analyse reports for EPWP Programme.

ENQUIRIES: Mr SC Zaba, Tel No: (012) 406 1544
APPLICATIONS: for this position must be forwarded to: Recruitment21_02@dpw.gov.za

POST 05/45: DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION REF NO: 2021/03

SALARY: R1 521 591 per annum, (All inclusive negotiable package) including basic salary 60% of package) State’s contribution to Government Employee Pension Fund (15% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests. NOTE: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF 7) and Post graduate (NQF 8) in the Built Environment, Management Sciences, Development Studies, Policy Development, Law or related field of study plus 8-10 years’ Senior Management experience in the relevant field. Knowledge: Understanding of the Public Sector environment and transformation challenges; PFMA, Strategic Planning, Project Management, Delivery Innovation, Built Environment, Personal Attributes: Analytical thinking, Innovative, Creative, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, People oriented, Hard-working, Highly motivated, Skills: Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and Project Management, Relationship Management, Interpersonal and Diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Influencing skills, Negotiation skills, Change Management, Service delivery.

DUTIES: Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry; Provide strategic leadership in the development of building regulations, norms and standards; Research, develop, monitor and review construction sector policies; Establish best practice partnerships with various stakeholders in the construction industry, local and international; Facilitate policy integration with DPW Public Entities; Oversee the development of policies within the Department; Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector; Research, develop, monitor and review policies and regulations; Establish best practice partnerships with various stakeholders in the property industry, local and international; Provide support to Immovable Asset Management; Oversee the development of policies within the Department; Develop and manage the implementation of international relation framework; Manage, integrate and coordinate international relations; Identify and articulate issues of strategic significance to the department; Develop international relations framework.

ENQUIRES: Mr SC Zaba, Tel No: (012) 406 1544Applications for this position must be forwarded to: Recruitment21_03@dpw.gov.za

POST 05/46: DEPUTY DIRECTOR-GENERAL: FACILITIES MANAGEMENT REF NO: 2021/04

SALARY: R1 521 591 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests. Note: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF 7) and Postgraduate Degree in Built Environment, Management or in the relevant field of study plus a minimum of 8 - 10 years senior management relevant experience. Knowledge: Best practiced Asset Management processes; Department internal Business Process ;Property and Contraction Knowledge; Client relations; Financial management; Supply Chain Management; Change Management; Public
Service Regulation; Black Economic Empowerment Act; Preferential Procurement Policy and Frame Act. Skills: Advanced report writing; Advanced communication; Language proficiency; People management skills; Computer utilization ;Negotiation skills; Analytical thinking; Facilitation skills ;Strategic planning ;Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills ;Organising and planning”; Policy formulation; Decision making skills; Motivation skills ;Numeracy Advanced interpersonal and diplomacy skills. Personal attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently.

DUTIES: Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facility management and occupational health & safety; undertake researches on latest facilities management and OHS trends; ensure the development and implementation of effective and efficient property management acts, strategies and policies; ensure that all facilities management policies contribute to the departments` strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Provide strategic facilities management, support and security services to department’s clients and stakeholders; Facilitate completion of agreements between the department and client stakeholders; Ensure effective administration and performance of buildings for client satisfaction; Provide strategic leadership in the implementation of overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof Oversee the development and implementation of the built environment Green Economy Programmes; Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW; Manage and monitor the implementation of the Built Environment Green Economy Programme; Establishment and management of BEGEP Project Management Office. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Undertake surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects; Develop and maintain governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes.

ENQUIRIES: Mr SC Zaba Tel No: (012) 406 1544
APPLICATIONS: for this position must be forwarded to: Recruitment21_04@dpw.gov.za

POST 05/47: DIRECTOR: FRAUD AWARENESS AND INVESTIGATIONS REF NO: 2021/01
(24 Months Contract)

SALARY: R1 057 326 per annum (All-inclusive salary package)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Auditing, Accounting, Economics, or Business Management, Law/Criminology/Forensic Auditing, Extensive experience in Fraud Investigations, and management experience, Knowledge of PFMA, Treasury Regulations and other applicable legal framework Excellent interviewing and communications skills, Good report writing skills, Strong understanding of fraud and corruption, ethical values, behaviour and good governance.

DUTIES: Develop and oversee the implementation of departmental anti-corruption and ethics strategies which are aligned to the National Anti-corruption Strategy and National Integrity Management Framework, Review and analyse reports arising from anti-corruption investigations, Provide support on disciplinary actions against officials who conduct themselves improperly and unlawfully, Provide support on criminal proceedings and civil action against employees or external parties involved in any form of criminal or irregular activity, Analyse, interpret and advise management on the fraud risk management system Maintain a sound record of all SIU investigations and relevant outcomes and provide regular progress to Management and Audit and Risk Management
Committee in this regard, Support the SIU in the conduct of investigations arising from Presidential proclamations, Resource management, both financial and human.

ENQUIRIES: Mr. I Fazel Tel No: (012) 406 1681
APPLICATIONS: for this position must be forwarded to: Recruitment21_01@dpw.gov.za

OTHER POSTS

POST 05/48:

CHIEF ENGINEER: ELECTRICAL REF NO: 2021/05

SALARY: R1 042 827 per annum (All-inclusive OSD salary package) (Total package to be structured in accordance with the rules of the OSD)
CENTRE: Head Office
REQUIREMENTS: A BSc or B Eng in Electrical Engineering (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant experience in the field of electrical engineering post qualification. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). A valid driver’s licence; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements. Knowledge: Electrical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all electrical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). SKILLS: Ability to undertake critical review/analysis and apply engineering skills in projects ; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software’s; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.
DUTIES: Implementation and updating of electrical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department’s strategic objectives; Develop and maintain professional best practice parameters and engineering quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider’s concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all electrical engineering related matters at all stages of the project. Review and audit final professional electrical engineering related services. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians. Supervise staff member assigned under.
ENQUIRIES: Mr. M Tladi Tel No: (012) 492 3247

POST 05/49:

DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT: MANAGEMENT REF NO: 2021/07

SALARY: R869 007 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Civil Engineering; The candidate must have Knowledge of construction Industry and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all
DUTIES: Assist with management of the provision of technical support to all municipalities. Ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP municipal policies. Liaison with various stakeholders like Provincial Departments of Local Government, South African Local Government Association (SALGA), and the Municipal Infrastructure Support Agent (MISA) of the Department of Cooperative Governance to ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in quarterly reporting on the EPWP reporting system. Provide assistance on the implementation of the EPWP Integrated Grant. Ensure provincial technical support reports are submitted timeously.

ENQUIRIES: Mr O Tiya Tel No: (012) 492 1408

POST 05/50: DEPUTY DIRECTOR: PROPERTY PAYMENTS REF NO: 2021/08

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

CENTRE: Durban Regional Office

REQUIREMENTS: A three year tertiary qualification in Commerce (Real Estate Finance or Property Economics), Willingness to travel, Be in possession of a valid driver’s licence. Knowledge: Public Finance Management Act, Relevant experience in portfolio and property investment analysis, Sound experience in conducting property and project feasibility studies is required. A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools, Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices, Financial management and knowledge of the leasing environment, Developed knowledge and understanding of National Government’s responsibility to improve access to Government services and Objectives, Legislative and legal aspects of built environment developments and informed decision making. Skills: Computer literate, Time management, People management, Report-writing, Well developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES: The development of policy guidelines on processing of property payments and its associated revenue. Development and monitoring the implementation of business processes, Provide guidelines and inputs on drafting plans regarding payments and revenue, Development of internal control measures, Reconciliations of expenditure and revenue of all leased and state-owned properties, Manage property payments and revenues through effective implementation of the property expenditure management system, Manage property revenues, Maintain an effective property asset register, Ensure correct and timeous payments of creditors, Maintain and update creditors and customers master data files, Ensure compliance with related prescripts, delegations and procedures. Implement and monitoring of internal control measures, Development of policy guidelines, Manage budgets of the Section, Liaise with clients regarding property payments issues, Provide leadership and direction on all property-related expenditure and revenue, Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management, Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures, Respond to audit queries, Manage budget and expenditure allocated to the Sub-Directorate, Provide adequate development and training for all staff.

ENQUIRIES: Ms BV Ngubane Tel No: (031) 314 7063

levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver’s license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.
POST 05/51 : DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2021/09

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

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification in Human Resource Management or Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge of Persal, the Public Service Act, Public Service Regulation , Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and administration. Management skills, analytical thinking. Language proficiency, Report writing skills, Numeracy, Research skills, Organizing and planning, Computer literacy, Advanced interpersonal and diplomacy skills, Decision Making and Project making skills. An innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, ability to communicate at all levels, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently.


ENQUIRIES : Mr NN Vilakazi Tel No: (031) 3147149

POST 05/52 : CONTROL ENGINEERING TECHNOLOGIST: STRUCTURAL REF NO: 2021/06

SALARY : R751 542 per annum (All-inclusive OSD salary package) (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A BTech degree in Civil Engineering (Postgraduate qualification in structural engineering will be an added advantage). Compulsory registration as a Professional Engineering Technologist (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years’ post qualification experience as a Structural Technologist. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures; Steel structures and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers’ and contractors’ bids. Review and acceptance of the professional service provider’s concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects.
Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardized civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate technologists and technicians.

**ENQUIRIES**
Mr. M Ramushu Tel No: (012) 406 2109

**POST 05/53**
**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETING REF NO: 2021/10**

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

**CENTRE**
Durban Regional Office

**REQUIREMENTS**
A three year tertiary qualification in Accounting / Financial Management or related field. Knowledge of Public Finance Management Act and applicable Regulations. Extensive knowledge and experience of the budgeting and financial management process. Ability to implement systems and exercise control to ensure sound financial administration. Extensive knowledge of transversal systems applicable in the public service (BAS, PERSAL, LOGIS, WCS, PMIS, SAGE, REAPATALA and ARCHIBUS). Proven communication skills at all levels. Sound analytical and problem solving skills. Appropriate and relevant management experience and computer literacy.

**DUTIES**
Ensure sound financial management practices compliant with the Public Finance Management Act and Generally Recognised Accounting Practices in the Regional Office. Identify trends and opportunities for business process improvement. Prepare annual budgets and update forecasts in line with the department wide priorities. Manage and advise management on the effective utilization of financial resources. Manage all functions regarding revenue, expenditure and the asset and liability accounts of the office (including debtor management). Ensure the submission and reports regarding the AFS as well as the co-ordination of audit reports. Manage financial resources allocated to the Finance function. Contribute to the overall management of the Regional Office.

**ENQUIRIES**
Ms BV Ngubane Tel No: (031) 314 7063

**POST 05/54**
**DEPUTY DIRECTOR: PROPERTY PAYMENTS: PMTE: FINANCE REF NO: 2021/11 (X2 POSTS)**

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

**CENTRE**
Head Office (Pretoria)

**REQUIREMENTS**
A three year tertiary qualification in Financial Management/Financial Accounting or related qualification in Finance. Sufficient relevant working experience at junior management level in Property-related Finance or expenditure and revenue management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel and to work extended hours. Valid unendorsed driver’s license. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated.

**DUTIES**
Development and monitoring the implementation of business processes, internal controls, policies, methodology, best practices and standards as well as
ensure compliance with Departmental requirements and legislation. Perform reconciliations of expenditure and revenue of all leased and state-owned properties. Ensure correct and timeous payments of creditors as well as maintaining and updating the creditors and customers master data files. Responsible to oversee the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment. Implement long-term strategies to contain municipal services expenditure to an appropriate level. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular and unauthorized expenditures. Make inputs in the compilation of sub-directorate’s budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on property payment system. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the PMS. Liaise with clients regarding property payments issues and provide solutions on property-related expenditure and revenue challenges. Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management. Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures. Respond to audit queries, Manage budget and expenditure allocated to the Directorate. Provide adequate allocation of tasks to staff. Co-ordinate and compile reports to Parliamentary committees and the executive.

ENQUIRIES: Mr L Toona Tel No: (012) 406 2123
POST 05/55: ASSISTANT DIRECTOR: INDUSTRY RESEARCH REF NO: 2021/12
SALARY: R470 040 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Built Environment, Commerce, Finance, Mathematical Sciences, Business Administration or any other relevant analytical qualification plus relevant experience. A Valid Driver’s License. An Understanding of government socio-economic policies and principles, Government regulatory framework; Minimum Information Security Standards (MISS) Act; Research methodology, Data analysis and interpretation; Understanding of the built environment and related professional bodies, Interpretation and communication of research information and findings to management; Departmental strategic goals and objectives and service delivery programmes; Financial Modelling; Computer literacy, Programme and project management; ability to communicate at all levels; ability to work under stressful situations; ability to work independently and in a team.
DUTIES: Participate in the development of and monitor the implementation of guidelines, processes, norms & standards, and best practice policies; Participate in the development and implementation of analytical tools and models for various units in DPWI; Develop, implement and evaluate methods and models for collecting data; Facilitate research on and analysis of economic, social, industry, market and internal trends; Facilitate and monitor research projects; Research and report on asset management best practices; Explore and identify the procedures for monitoring and managing the cost relating to the letting of the state assets; Develop and implement data management: Ensure the establishment of an integrated, reliable database; Ensure effective asset data maintenance and assurance procedures; Provide technical support and advisory services to various stakeholders: Keep abreast of emerging innovations and trends in asset management; Support asset management planning, operations and performance management; Provide training and technical assistance to units on any developed analytical tools relevant to their business.

ENQUIRIES: M Konyana Tel No: (012) 406 1590
POST 05/56: ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2021/13
SALARY: R470 040 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Public Management, Human Resource Management, Social or Management Sciences. Extensive working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training and Development Programmes at a supervisory level; and possess a valid unendorsed driver's licence. Knowledge and understanding of National Development Plan, National Skills Strategy, Youth Accord, Public Finance Management Act, Skills Development Act, National Skills Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively. Experience in PERSAL will be an added advantage.

DUTIES: Provide input in the development and monitoring implementation of the Human Capital Investment programme guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment programmes. Represent DPW at various stakeholder workshops and meetings. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes’ Finances. Assist in the Development of financial processes and systems for Human Capital Investment programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Distributes reports to sponsors. Recommend further improvement of the logical frame work.

ENQUIRIES: Ms. V Manzini, Tel No: (012) 406 1341/ 0827396768

POST 05/57: ASSISTANT DIRECTOR: SCM LOGISTICS TRAVEL REF NO: 2021/14

REQUIREMENTS: A three year tertiary qualification in Public Management/Administration, Supply Chain Management, Finance, Logistics or relevant qualification. Travel Management experience at supervisory level. Computer skills (Word/ Excel / PowerPoint) and a valid driver’s license are compulsory. KNOWLEDGE of the National Treasury Travel Management Framework, Accounting and Business Processes, Supply Chain Management, IT Systems (PERSAL and BAS), Public Finance Management Act, PPPFA, Public Service Act and the National Treasury Regulations, Employment Equity Act, Basic Conditions of Employment Act, Collective Agreements and the Condition of Service Regulations and Procedures, Knowledge of Accounting and Business Processes. SKILLS: Advanced Communication Skills (verbal and written), Financial Management. Ability to handle confidential information. Analytical thinking. Ability to work long hours.

DUTIES: Coordinate the placement of orders for travel. Co-ordinate the roll out and day to day management of an online travel booking system. Verification, preparation and collation of payment documents. Manage the service levels of the Travel Management Company, provide secretariat support to the SLA meetings and provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; review, implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices; ensure compliance to 30 day payments and efficient turnaround times. Provide monthly, quarterly, interim and annual inputs on financial reports for Logistics. Provide weekly and monthly statistics and reports on Travel; collate, capture data and maintain
registers and prepare presentations on Travel. Prepare responses with regard to the resolution of audit queries - gather information to resolve audit queries. The effective service delivery - manage improvement of service delivery activities within the sub-directorate; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients - obtain feedback and monitor identified problems and address them through revised work processes; ensure proper communication in informing officials of revised processes; conduct workshops and training sessions. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration - General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES: N Zama, Tel No: (012) 406 1756

POST 05/58: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2021/15

SALARY: R316 791 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: A three year tertiary qualification in HRM/Behavioural Sciences or equivalent qualification with appropriate experience in Human Resources Management. Ability to interpret policies and assist in Human Resources policy research analysis and implementation. Knowledge of Persal, PFMA, HR prescripts, procedures planning and organizing skills, written and interpret HR policies and prescripts, interpersonal skills. Computer Literacy and a capacity to understand codes of remuneration, remuneration systems and service benefits processes and procedures essential. The successful candidate should furthermore have good interpersonal and communication skills. A driver’s licence would be a recommendation.

DUTIES: Develop and maintain departmental procedures on service benefits. Implement appointments, promotions, Pilar, transfers, leave, housing allowance, pension benefits and approve transactions on the PERSAL system. Initiate, compile, implement and analyse policy on service benefits. Do research on Service Benefits practices and procedures. Provide advice and support line managers and other role players on departmental policies. Liaise with role players involved in the policy making process.

ENQUIRIES: Mr. I Henry Tel No: (031) 3147196

POST 05/59: ARTISAN FOREMAN (BUILDING) REF NO: 2021/16

SALARY: R304 263 per annum
CENTRE: Durban Regional office
REQUIREMENTS: A completed Apprenticeship as Building competent person and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (T/N streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver’s license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

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

ENQUIRIES: Mr MM Zuma Tel No: (031) 305 6438
POST 05/60: ADMIN OFFICER: VERIFICATION: IMMOVABLE ASSET REGISTER REF NO: 2021/17

SALARY: R257 508 per annum
CENTRE: Pretoria Regional Office
REQUIREMENTS: A three year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects: Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver’s license. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES: General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES: Mr. S Sokhela Tel No: (012) 406 1143/2043

POST 05/61: PERSONNEL PRACTITIONER: SERVICE CONDITIONS (HR ADMIN) REF NO: 2021/18

SALARY: R257 508 per annum
CENTRE: Cape Town Regional Office

DUTIES: Administration of Leaves, appointments, transfers, promotions, service termination and retirements of personnel. Administer temporary incapacity leave. Administer payments of transfers and relocation costs of employees. Ensure that matters relating resettlement expenditures are prepared well. Ensure payments of accrued benefits; source information regarding injury on duty. Capture and monitor personnel related transaction on persal. Assist in checking attendance register of employees, supervise the updating of registers and statistics, and provide support to line managers on matters relating employment of personnel. Handle and respond to helpdesk queries; provide administrative auxiliary services to the section, assist in the administration of the budget and related expenditure of the section.

ENQUIRIES: Ms E Booysen Tel No: (021) 402 2357

POST 05/62: STATE ACCOUNTANT REF NO: 2021/19

SALARY: R257 508 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: A three year tertiary qualification in Accounting or Auditing or Financial Management, and related work experience. Knowledge and experience of government systems, BAS, Persal any other accounting systems. Knowledge of WCS, PMIS & Sage will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be
an added advantage. Knowledge and experience in auditing will be an added advantage.

DUTIES
Control, manage and execute timely payment of all invoices \ statements in compliance to PFMA & National Treasury Regulations. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS/SAGE; Persal/SAGE; WCS/SAGE; Logis/BAS/SAGE). Render support and assist in controlling and maintaining Suspense Accounts on a monthly basis. Prepare and analyze reports. Budget preparation and support. Manage expenditure, debt and revenue.

ENQUIRIES
Ms D Mngoma Tel No: (031) 314 7018/Ms BV Ngubane Tel No: (031) 314 7063

POST 05/63
ADMINISTRATIVE OFFICER: DISPOSAL AND LEASING REF NO: 2021/20
SALARY
R257 508 per annum
CENTRE
Mthatha Regional Office
REQUIREMENTS
A three year tertiary qualification related to Property Management with sufficient relevant experience. A sound understanding of the Public Finance Management Act (PFMA). Understanding of the built environment and regulations applicable to the development of property. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems. Effective communication skills. Good report writing skills. Computer literacy. Interpersonal skills. General office administrative and organisational skills. Resourcefulness and creative ability to work under pressure and communicate at all levels. Familiarity with the general map of the Province. A valid driver's license and willingness to travel. Research skills in terms of historic use of properties will serve as an added advantage.

DUTIES
Support the enhanced utilisation and potential of State properties. Undertake site visits and condition surveys to determine utilisation potential. Assist in the removal of restrictive conditions from title deeds regarding the utilisation of State properties. Support the utilisation of State properties. Determine market related rentals. Maintain the property management information system and Fixed Asset Register. Administer measures against unlawful occupations and administrate the clearing of land. Administer property related contracts and agreements. Undertake tenant verifications. Administer signing of contracts and agreements. Administer the effective implementation of the condition of lease agreements, particularly with regard to contract milestones. Conduct inspections to determine and confirm historic use of properties, recommending appropriate vesting. Compile submissions to PSLDC.

ENQUIRIES
Mr L Ndabeni Tel No: (012) 492 3178

POST 05/64
STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: 2021/21
SALARY
R257 508 per annum
CENTRE
Nelspruit Regional Office
REQUIREMENTS
A three year tertiary qualification in accounting or equivalent qualification, relevant experience in financial management. Knowledge of relevant legislation, regulations and policies as well as transversal financial systems applicable in government such as BAS, PMIS, WCS. Sound interpersonal and communication skills. Computer literacy, ability to multitask, self-driven, result oriented, motivated, ability to meet deadlines and accept responsibilities.

DUTIES
Issuing and processing of receipts. Clearing unallocated rental suspense account. Reconciliation of debtors and issuing of debtors statements. Age analysis of debtors balances. Issuing of standard reminder letters, and submitting delinquent debtors to property management for collection and submission to state attorney through legal services invitation of bids and issuing of acceptance letters. Co-ordinate the process of preparing submissions for write offs.

ENQUIRIES
Mr P Cossa Tel No: (013) 753 6390

POST 05/65
ASSISTANT ADMIN OFFICER: PROPERTY MANAGEMENT REF NO: 2021/22
SALARY
R208 584 per annum
CENTRE
Cape Town Regional Office
REQUIREMENTS
A Senior Certificate/Grade 12 or equivalent qualification with relevant experience in property management. Knowledge and understanding of the
DUTIES : Responsible for administrative support for the functions of the directorate. Set up and maintain accurate files and records that may be easily accessed and maintain correspondence files. Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner. Type and/or compose letters, meeting agendas, meeting minutes and memos as directed. Photocopying, faxing, scanning and file administration as needed. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to management and all relevant stakeholders.

ENQUIRIES : Mr B Berends Tel No: (021) 402 2309

POST 05/66 : ASSISTANT ADMIN OFFICER: EPWP TRAINING SUPPORT REF NO: 2021/23

SALARY : R208 584 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification. A three (03) year tertiary qualification in Public Management / Finance or equivalent, recognised by SAQA will be an added advantage. Relevant working experience. A valid Driver’s license is compulsory. Knowledge: Client orientation and customer satisfaction, Structure and functions of the Department and the sector National Skills Development Strategy and related legislations, Public Service Administration and Regulations, Procurement Regulations and processes, Public Financial Management Act. Skills: Project administration and management. Computer literacy /skills, Effective communication (verbal and written), Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Team work, Ability to manage time, workload and pressure. Willingness to work longer hours, where necessary.

DUTIES : Compile all relevant procurement documents for appointment of service providers. Compile contract documents for the appointed training providers. Provide support and guidance to the appointed training provider to ensure compliance to the claim or invoice requirements. Quality check invoices before payments to ensure compliance with EPWP/SETA/QCTO training requirements. Prepare relevant documents for compilation of financial reports and adhere to set timelines. Update the database of providers and courses .Maintain proper record management for the directorate. Provide logistical support to the directorate projects /activities.

ENQUIRIES : Ms T Pooe Tel No: (012) 492 3102

POST 05/67 : ARTISAN: WORKSHOP REF NO: 2021/24 (X10 POSTS)

SALARY : R190 653 per annum
CENTRE : Pretoria Regional Office:
  - Painting (X3 Posts)
  - Carpentry (X2 Posts)
  - Building (X2 Posts)
  - Plumbing (X1 Post)
  - Electrical (X2 Posts)

DUTIES : Maintain and repair technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operations according to standards. Test repair equipment and/or facilities against
specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

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

POST 05/68 : HR CLERK: HR PLANNING AND RECRUITMENT REF NO: 2021/25

SALARY : R173 703 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior certificate with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Valid driver’s license. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of Persal. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HR related activities as required by the manager.

DUTIES : Handle the administrative processes with regard to recruitment, selection and placement, which entail: Advertising vacancies, processing of applications, attending interviews, writing submissions for appointments and appointment letters, prepare and provide employment statistics to the Head of Human resources. Ensure adherence to effective implementation of policies regulations and Acts with regard to HR. Process appointments, transfers, promotions, relocations. Maintain and provide related statistical information. Management of learners or interns within the unit.

ENQUIRIES : Ms C Rossouw Tel No: (021) 402 2214

POST 05/69 : ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2021/26

SALARY : R173 703 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/ Grade 12 or equivalent qualification. Relevant experience in Provisioning Administration/Supply Chain Management environment/ Logistics/ Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment. Organising, planning, report writing and problem solving skills. General office management.

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

ENQUIRIES : Ms M Allen, Tel No: (053) 838 5245
POST 05/70  : DATA CAPTURE EPWP REF NO: 2021/27

SALARY : R145 281 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Senior Certificate/ Matric with extensive experience in usage of Data Management packages/ Microsoft packages (MS Word, Excel, Access), Accurate capturing of data with a neat methodical approach, Ability to key and check work accurately, The candidate should have communication skills (both written and oral) and interpersonal skills, The position requires a candidate who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

DUTIES : Work as a dedicated member in a Team amongst other Data Capturers, Carry out the capturing of data on behalf of reporting bodies, Accurately capture data into the Expanded Public Works Reporting System (EPWPRS), Transcription of data from source documents of variable quality and verification of work of others, Offer advice and guidance to public bodies on the process of capturing data, Set up and agree on deadlines for the capturing of the required information, Coordinate data collection logistic arrangements and execute related administrative duties, Provide feedback information on data received and captured to Implementing Bodies, Provide reports on outstanding data reported and make follow ups, Provide analysis reports on data collection in response to audit queries.

ENQUIRIES : Mr. L. L. Lutya Tel No: (021) 402 2323

POST 05/71  : TRADESMAN AID: WORKSHOPS REF NO: 2021/28

SALARY : R102 534 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A junior certificate, Grade 10, ABET or equivalent qualification. Ability to read and write. Good communication skills. Knowledge of maintenance in the built environment. Ability to perform routine tasks.

DUTIES : Assist artisans with regards to repair and maintenance work and take good care of hand tools, machines and electrical tools. Perform minor repairs and maintenance work, carry, load and unload tools as well as materials. Maintain good housekeeping of the Workshop and plant rooms.

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

POST 05/72  : FOOD SERVICE AID REF NO: 2021/29

SALARY : R102 534 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : ABET certificate with relevant working experience related to the post. Ability to read and write. Good communication skills and interpersonal skills. Ability to perform routine tasks. Knowledge of cleaning methods, material and equipment. Ability to work physically for long hours.

DUTIES : The effective cleaning of kitchens. Wash dishes, refill water bottles with fresh water. Wash kitchen floors, clean stoves and kitchen appliances. Assist with tea and coffee during Forums/meetings.

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

POST 05/73  : GROUNDSMAN GRADE 2 HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2021/30 (X3 POSTS GSE RONDEBOSCH)

SALARY : R102 534 per annum
CENTRE : Cape Town Regional Office (Gse Rondebosch)
REQUIREMENTS : Applicant must have a Junior Certificate / Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.

DUTIES : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.

ENQUIRIES : Mr.MAE Jantjies Tel No: (021) 402 2407
The Department of Science and Innovation is an affirmative action employer and coloured people, white women and people with disabilities are encouraged to apply for these posts.

CLOSING DATE : 26 February 2021

NOTE : Applications must be accompanied by a newly prescribed and signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. From 1 January 2021, a new application for employment (Z83) form will be effective, should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp. Applications submitted on the old forms will not be considered. Please email applications to the email addresses specified for the particular post. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, previous employment verification, verification of qualification and credit worthiness) It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise intended to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. Successful SMS candidates will be required to complete a senior management leadership programme with either the National School of Governance (NSG) or a higher educational institution accredited by the NSG.

MANAGEMENT ECHELON

POST 05/74 : DIRECTOR: ADVISORY AND SUPPORT

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

CENTRE : Pretoria

REQUIREMENTS : A bachelor’s degree (NQF level 7) in science, engineering, technology, law, administration or social sciences. Certificate in intellectual property (IP) and technology transfer (TT) would be an added advantage. Five years' local and/or international experience at a middle or senior management level in the IP management and TT space. Experience in human capital development will be an added advantage. Knowledge and understanding of TT management operations, and legislation and regulations impacting on TT activities in South Africa. In-depth knowledge and understanding of the Intellectual Property Rights from Publicly Financed Research and Development Act. Good knowledge of the Public Service Act, the Public Financial Management Act, the Higher Education Act and all other relevant legislation. Understanding of TT operations and processes. Strategic capabilities and leadership. Skills in programme and project management, financial management, change management, people empowerment, service delivery and innovation. Must have customer orientation. Skills in problem-solving, policy development, communication (writing, presentation and verbal), and research and analytical skills. Events, relationship building and multi-stakeholder management skills. Managerial and negotiation skills. The incumbent must be innovative and creative. Ability to liaise with different stakeholders at different levels. Be able to work under pressure, independently and lead teams. Strategic thinking, diplomacy, coaching and facilitating skills. Able to make decisions and initiate action, influence and network.
DUTIES: Manage the development of IP and TT capacity development strategy. Manage the Office of Technology Transfer Support Fund. Develop and manage advocacy and awareness initiatives. Provide strategic support in the utilisation of IP. Strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES: Mr Johan Jansen van Rensburg Tel No: (012) 843 6701
APPLICATIONS: Application must be emailed to Recruit2@dst.gov.za.

OTHER POSTS

POST 05/75: DEPUTY DIRECTOR: IP ATTORNEY
Re-advertisement and applicants who submitted applications previously should re-apply.

SALARY: R869 007 per annum (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A tertiary qualification at NQF level 7 preferably an LLB degree. Admission as an attorney of the High Court of South Africa. Registration with the South African Institute of Intellectual Property Law as a patent/trade mark attorney will be an added advantage. Three years' working experience at supervisory / management level in legal management of intellectual property (IP), and a clear understanding of commercialisation. Proven experience in drafting and interpreting contracts and legislation. Knowledge, understanding and ability to interpret and apply South African intellectual property laws and regulations, in particular the Patents Act, Copyright Act, Designs Act, Trade Marks Acts, Plant Breeders' Rights Act and Intellectual Property Rights from Publicly Financed Research and Development Act (IPR Act), as well as all relevant case law. Knowledge of legal drafting and interpretation, and legal opinion formulation. The candidate must have interpersonal, people management, technical and communication skills. The candidate must be a team player and be able to serve with honesty and integrity.

DUTIES: Review and propose amendments to the IPR Act and regulations. Develop guidelines, practice notes and interpretation notes as required by the IPR Act and as required for stakeholder compliance and approval. Review and propose amendments to existing guidelines, practice notes and/or interpretation notes for approval. Review of commercialised/non-commercialised IP held by recipients and audits conducted where necessary. Review requests for National Intellectual Property Management Office (NIPMO) approval for certain IP policies and transactions as per legislative requirements. Provision of legal support to NIPMO and stakeholders among the public. Facilitate resource management and stakeholder engagements.

ENQUIRIES: Ms Lerato Maduna Tel No: (012) 843 6709
APPLICATIONS: Application must be emailed to Recruit2@dst.gov.za

POST 05/76: ASSISTANT DIRECTOR: STRATEGIC PARTNERSHIPS
(One-Year Contract)

SALARY: R376 596 per annum (and 37% in lieu of service benefits)
CENTRE: Pretoria
REQUIREMENTS: A tertiary qualification at NQF level 6 in international relations, public administration and any science field. Three years of working experience in a science environment, public administration, international relations and international events management. Experience at supervisory level will be an added advantage. Knowledge of government prescripts and applicable protocols. Knowledge of the South African national system of innovation and public policy management. Excellent communication (written and verbal), interpersonal and administrative skills. Strong analytical, research, strategic thinking and negotiation skills. The incumbent must be a team player, and able to work independently and with diplomacy.

DUTIES: Assist in promoting South African and African participation in competitive European Union funding programmes. Identity and explore the value of South African participation and networking in new EU programmes. Address key DSI strategic focus areas. Influence the EU programmes to benefit South Africa's strategic priorities by facilitating SA-EU policy dialogue supporting activities.

ENQUIRIES: Ms Tshiamo Letswalo Tel No: (012) 843 6675
APPLICATIONS: Application must be emailed to recruit3@dst.gov.za
POST 05/77

ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY

SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS:
A tertiary qualification at NQF level 6 in safety management. A SAMTRAC certificate from NOSA will be an added advantage. Registration with the South African Institute of Occupational Safety and Health. Three years' experience in occupation health and safety. Experience at supervisory level will be an added advantage. Knowledge of the Occupational Health and Safety Act and the Compensation for Occupational Injuries and Diseases Act. Knowledge and understanding of regulations relating to occupational health and safety. Knowledge of facilities management, government policies and procedures and the Employee Health and Wellness Strategic Framework for the Public Service. Training in first aid and fire-fighting protocols. The incumbent must be computer literate, have interpersonal, client, communication, analytical, research and observation skills. The incumbent must be energetic, reliable and honest, able to use their initiative, and able to work and make decisions under pressure.

DUTIES:
Manage occupational health and safety at the department and coordinate the development of policies, plan and strategies. Promote a functional working environment and promote workplace design and spatial facilities. Assist in managing workplace injury and reporting of workplace incidents. Coordinate risk assessments, monitor the implementation of risk assessment action plans and ensure quality assurance. Compile occupational health and safety oversight reports and promote stakeholder management.

ENQUIRIES: Ms Dolly Masuku Tel No: (012) 843 6692
APPLICATIONS: Application must be emailed to Recruit1b@dst.gov.za

POST 05/78

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY SECURITY

SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS:
A tertiary qualification at NQF level 6 in computer science or information technology. Certified Information Systems Security Professional (CISSP) certificate, Security+, CCNA, ISO 27001 or N+ will be an added advantage. Three years' experience in information security with combined experience in firewall administration, Cisco administration, IPS/IDS and vulnerability assessments. Experience at supervisory level will be an added advantage. Knowledge of application and infrastructure security solutions (firewalls, intrusion detection/prevention systems, network security, IP protocols, password management, data encryption, and access control). Knowledge and understanding in IT continuity and disaster recovery, and of security issues, techniques and implications across all existing computer platforms. Knowledge and experience in vulnerability assessments and penetration testing. Understanding of security fundamentals (encrypt, PKI). Knowledge and understanding of the Public Service Regulations, the Minimum Information Security Standards and Minimum Interoperability Standards, and other security policies and standards. The incumbent must have communication, research, analytical, problem-solving, IT technical support and time management skills. Must be able to learn the operation of new technologies. Must have strong personal integrity, loyalty and business ethics. Must be creative and innovative, able to communicate about technical and security-related issues, able to work individually and as part of the team, willing to assist people, persevering, and willing to learn.

DUTIES:
Ensure safe functioning of DSI network security infrastructure. Facilitate the implementation of information security plans, policies, procedures and risks management. Secure computers and servers' environment. Coordinate IT continuity disaster recovery plan. Administer information security incidents.

ENQUIRIES: Ms Dolly Masuku Tel No: (012) 843 6692
APPLICATIONS: Application must be emailed to Recruit1b@dst.gov.za

POST 05/79

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE

SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS:
A tertiary qualification at NQF level 6 in Information Technology. A+, MCSE, CCNA or N+ will be an added advantage. Three years' related working
experience in IT infrastructure. Experience at supervisory level will be an added advantage. Knowledge of data centre management, network infrastructure and VOIP communications. Knowledge and understanding of procedures and standards, including active directory, group policies, MS Exchange, core switching/routing, SSL/IPsec, SAN, virtualisation, business continuity, disaster recovery. Hands-on experience in troubleshooting hardware such as servers, routers, bridges, switches, hubs, modems, network interface cards. Knowledge and understanding of the Public Service Regulations and Public Finance Management Act. Networking and operating systems skills. Presentation of ideas in IT infrastructure, data centre management and telecommunications principles. Cabling and telephony systems. Planning and coordination skills, computer literacy skills, communication skills. Excellent interpersonal skills. Able to conduct basic research into networking issues and products as required. Ability to prioritise and execute tasks in a high-pressure environment and make sound decisions in emergency situations. Proven analytical and problem-solving abilities. Ability to work as part of a team, with a customer service orientation.

**DUTIES:**

Maintain DSI network infrastructure. Facilitate Implementation of telecommunication and audiovisual systems. Provide second-level desktop support. Facilitate verification of inventory for all IT-related hardware, administer hardware warranties and software licenses, control IT equipment in the storeroom, and implement IT change control procedure. Facilitate implementation and maintenance of local area network backbone.

**ENQUIRIES:** Ms Dolly Masuku Tel No: (012) 843 6692

**APPLICATIONS:** Application must be emailed to Recruit1b@dst.gov.za

**POST 05/80:** ASSISTANT DIRECTOR: INTERNAL AUDIT

**SALARY:** R376 596 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:**

A tertiary qualification at NQF level 6 in auditing, a certificate on effective quality assessment will be an advantage. Three years working experience in an internal audit environment. Experience at supervisory level will be an added advantage. Familiarity with performance standards and procedures and risk-based internal auditing. Sound knowledge of the standards for the Professional Practice of Internal Auditing and Code of Ethics developed by the Institute of Internal Auditing (IIA). Sound knowledge of the Public Financial Management Act and Public Service Regulations. Sound knowledge and understanding of IIA and the National Treasury prescripts for internal audit. Computer and information systems literacy. Strong verbal and written communication, planning and project management, data collection and analysis, negotiation and problem-solving skills. The incumbent must be able to work independently, effectively and professionally, and to meet deadlines.

**DUTIES:**

Participate in the development of strategic internal audit plans. Assist the Accounting Officer to maintain efficient and effective controls and achieve the Department's objectives by evaluating the Department's controls/objectives. Collect and review information and compile reports to the Accounting Officer and Audit Committee. Keep up to date with new developments in the internal audit environment. Effective internal audit service and administration.

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

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

**POST 05/81:** ASSISTANT DIRECTOR: SCIENCE TECHNOLOGY AND INNOVATION INFORMATION PORTAL

**SALARY:** R376 596 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:**

A tertiary qualification at NQF level 6 in information systems, computer science. Three years working experience in information systems. Experience at supervisory level will be an added advantage. Familiarity with information systems and related technological research. Research and public policy analysis environment experience is an added advantage. Understanding of the national system of innovation. Knowledge, understanding and use of quantitative and qualitative information in government policy making environment. Understanding of information systems methodologies and frameworks. Good knowledge of information systems industry and government business, as well as service-orientated architecture. Large enterprise-level
information management technologies and standards. Computer and information systems literacy. Analytical, critical thinking and communication skills. The incumbent must be able to pay attention to detail, work independently and as part of a team, and work under pressure.

**DUTIES**

Receiving of datasets and information from identified sources and securing the transfer of data and information according. Extraction, cleaning and transformation of data and information to eliminate errors resulting from the source. Design, maintenance and improvement of STI data table and regular maintenance in consultation with database administrator.

**ENQUIRIES**

Ms Nontobeko Nkosi Tel No: (012) 843 6861

**APPLICATIONS**

Application must be emailed to Recruit1a@dst.gov.za

**POST 05/82**

ADMINISTRATIVE OFFICER: OFFICE OF THE CHIEF DIRECTOR: HUMAN CAPITAL AND SCIENCE PLATFORMS

**SALARY**

R257 508 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate qualification at NQF level 5 in office administration with two years working experience. Good knowledge and understanding of departmental policies and procedures, and office administration practices and procedures. Advanced use of word processing, spreadsheet and other software to create documents and materials requiring the interpretation and manipulation of data. Knowledge of financial and administrative management. Knowledge of Public Service Regulations and Act. Written and verbal communication, report writing, event coordination, planning and organising, and record-keeping skills. Computer literacy and knowledge of information management systems. The incumbent must be able to liaise with different stakeholders at different levels, be the team player, and be proactive and innovative.

**DUTIES**

Provide financial administration and coordination within the chief directorate/directorate. Provide administration support in the chief directorate. Coordinate calendar events. Provide documents and record-keeping services.

**ENQUIRIES**

Mr Elvis Kgoale Tel No: (012) 843 6409

**APPLICATIONS**

Application must be emailed to Recruit4@dst.gov.za

**POST 05/83**

CHIEF REGISTRY CLERK: KNOWLEDGE MANAGEMENT

**SALARY**

R257 508 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate qualification at NQF level 5. Two years working experience in registry/records/administration. Qualification in records, archiving, library studies, information science or knowledge management will be an added advantage. Knowledge of the Public Service Act, records management and registry procedures, and filing systems. Good knowledge and understanding of departmental policies and procedures. Critical thinking, analytical, organisational, planning, interpersonal and computer skills. Ability to work under pressure and with a variety of people and teams. Attention to detail and initiative.

**DUTIES**

Coordinate mail management and courier services. Facilitate file administration (allocation of file reference numbers, maintenance of file plan and scanning of vital records, etc.). Monitor meeting room bookings and manage of the resource centre system. Promote effective management of counter service. Facilitate disposal of records and ensure adequate records management activities.

**ENQUIRIES**

Mr Elvis Kgoale Tel No: (012) 843 6409

**APPLICATIONS**

Application must be emailed to Recruit1b@dst.gov.za

**POST 05/84**

SENIOR REGISTRY CLERK: KNOWLEDGE MANAGEMENT

**SALARY**

R208 584 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A senior certificate. One year working experience. Training in records management and archiving will be an added advantage. Knowledge of the Public Service Act, records management, registry procedures and filing systems. Good knowledge and understanding of departmental policies and procedures. Critical thinking, analytical, organisational, planning, computer and
good interpersonal skills. Have the ability to work under pressure and with a variety of people and teams. Attention to detail and initiative.

**DUTIES**

Facilitate mail distribution, courier services and newspapers administration. Facilitate the allocation of file reference numbers, management and maintenance of files. Facilitate scanning (digitisation) of vital records. Promote efficient file administration. Ensure efficient venue bookings and the management of the resource centre system. Promote files administration. Provide services for the centralization of departmental records and disposal of records.

**ENQUIRIES**

Mr Elvis Kgoale Tel No: (012) 843 6409

**APPLICATIONS**

Application must be emailed to Recruit1b@dst.gov.za
APPLICATIONS: Applications may be submitted as follows: Hand delivery: The Director: Human Resource Management, Department of Sport, Arts and Culture, Sechaba House, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria Post: The Director: Human Resource Management, Department of Sport, Arts and Culture, Private Bag X897, Pretoria, 0001

CLOSING DATE: 08 March 2021 at 16:00

NOTE: Applications are hereby invited from suitably and qualified persons to apply for the following post(s). Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and originally certified copies of the applicant’s ID, Drivers licence (where required) and educational qualifications. Failure to submit the required documentation will automatically disqualify applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal or negative credits records. All candidates must be South African Citizens or Permanent Residents. Correspondence will be limited to successful candidates only. Short-listed candidates must avail themselves for an interview on a date, time at the venue to be determined by the Department. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Important Notice: The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effect from 01 April 2020. According to the directive, the new requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate’s expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

POST 05/85: CHIEF DIRECTOR: NATIONAL LANGUAGE SERVICES REF NO: DSAC-02/02/2021

SALARY: R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary)
and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA with Linguistics or a Language as a major subject, coupled with five (5) years appropriate experience at senior management level in language work and management in the language field; Understanding of the White Paper on Arts, Culture and Heritage; Good understanding of language legislation and policy; Fluency in two or more languages; Strong problem-solving abilities together with an innovative and pro-active approach; Experience and ability to work in cross-functional projects/teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license.

DUTIES : The purpose of this position is to provide leadership in the promotion of multilingualism and the implementation of language legislation and policy; Provide leadership and guidance in the execution of NLS mandate, in the development and promotion of official languages and the development and implementation of language legislation and policy; Ensure adherence to internal management processes and conformity to Public Finance Management Act; Give guidance in the development and implementation of language legislation and policy; Human Resource Management and Empowerment; Risk, Policy and legislative management

ENQUIRIES : Post-related: Dr C Khumalo, Tel No: (012) 441 3439 General: Mr D Mabulane, Tel No: (012) 441 1020

POST 05/86 : CHIEF DIRECTOR: ACTIVE NATION REF NO: DSAC-03/02/2021
SALARY : R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE : Pretoria
REQUIREMENTS : A relevant undergraduate qualification (NQF 7), recognized by SAQA, with major subjects in the field of Sport Administration/ Science or an equivalent qualification, coupled with five (5) years appropriate experience at a senior management level in the sport and recreation environment; Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; Good communication, managerial, organizational and writing skills; Strong negotiation and interpersonal skills; Ability to interact at a high level; Must have a valid South African driver’s license (Code 08); People Management and Empowerment; Financial Management; Client Orientation and Customer Focus; Strategic Capability and Leadership; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Communication; Honesty and Integrity and the Batho Pele Principles.

DUTIES : The purpose of this position is to manage, integrate and direct in line with government priorities the development and maintenance of the national recreation regulatory and policy framework, inclusive of setting operational monitoring, evaluation and reporting arrangements/standards; Manage, integrate and direct the identification, development and implementation of recreation support systems and programmes to optimally enhance community participation; Coordinate the development of recreational and community sport infra-structure development systems and programmes; Manage the implementation of the Sport and Recreation Mass Participation Programme as per the Division of Revenue Act; Manage, integrate and direct the identification and development of community sport participation policy, norms and standards and coordinate, monitor, evaluate and report at a strategic level on the implementation thereof; Provide advisory services to the Deputy Director General: Sport and Recreation Service and the Director General on the implementation of the school sport system and development programmes, community sport development, recreation services, provincial sport support and coordination; Provide leadership to put strategies into effect; Provide strategic leadership pertaining to the development and implementation of best
practices, policies, procedures and systems to enhance service delivery in DSAC; Oversee the Chief Directorate’s budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

**ENQUIRIES**

POST-related: Ms S Khan Tel No: (012) 304 5274  
General: Mr D Mabulane Tel No: (012) 441 1020

**POST 05/87**

CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSAC-04/02/2021

**SALARY**

R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) as recognised by SAQA in Supply Chain Management/Public Administration/Economics/Accounting, coupled with five (5) years appropriate experience at senior management level in the Supply Chain Management field; Working knowledge of the Constitution, Public Service Act and Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework and Preferential Procurement Policy Framework, Procurement procedures and associated practice notes; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (LOGIS, Microsoft Word, Excel, e-mail and PowerPoint); Experience and ability to work in cross-functional projects/teams; Excellent programme coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, change and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license.

**DUTIES**

The main purpose of this position is to manage and render supply chain management services; Oversee demand management and acquisition management services through the Develop Intergraded Demand Management Plan (IDMP) as well as to a Develop and manage annual Procurement Plan; Manage the function of Adjudication of Bids/tenders Committees; Develop sourcing strategies for the Procurement Plan submitted to National Treasury; Manage contract management functions; Oversee logistics administration and asset management services; Manage logistics services, fleet services and travel arrangements and asset services (acquisition and disposal); Oversee the development of policy and manage performance, compliance and client relation services; Monitor compliance with relevant legislative frameworks, policies governing SCFMS; Ensure and oversee effective governance and compliance pertaining to financial management; Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices; Ensure good governance in line with treasury guidelines and regulations and the PFMA; Ensure the development and implementation of risk management frameworks, standards and practices; Ensure the development of supply chain management strategic objectives; Provide leadership, direction, advice and support; Advise senior management on supply chain management matters and financial consequences of draft policies including strategic planning issues; Liaise with relevant role-players in the financial environment regarding transversal financial matters; Oversee the management of the resources of the Chief Directorate; Know and apply legislation, policies and procedures.

**ENQUIRIES**

Post-related: Ms V Mahlangu Tel No: (012) 441 1021  
General: Mr D Mabulane Tel No: (012) 441 1020

**POST 05/88**

CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSAC-05/02/2021

**SALARY**

R1 251 183 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE**

Pretoria
**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) as recognised by SAQA in Financial management / Management Accounting / Accounting/ Commerce, coupled with five (5) years appropriate experience at senior management level in the Finance field; Working knowledge of the Constitution, Public Service Act and Regulations, Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principles and Preferential Procurement Policy Framework; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (BAS, PERSAL, Microsoft Word, Excel, e-mail and PowerPoint); Experience and ability to work in cross-functional projects / teams; Excellent programme coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, change and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license.

**DUTIES**

The main purpose of this position is to manage and render financial management services; Ensure compliance to financial management standards by adhering to policies and guidelines; Oversee the provision of effective and sound financial management in the Department; Administer the administration of the salary and payroll function of the department to ensure timely payments; Manage financial legislative reporting; Manage the budget performance services; Provide management accounting services; Establish and enforce proper accounting methods, policies and principles; Manage the departmental budget as well as all financial systems; Ensure and oversee effective governance and compliance pertaining to financial management; Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices; Ensure good governance in line with treasury guidelines and regulations and the PFMA; Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices; Provide leadership, direction, advice and support; Oversee the management of the resources of the Chief Directorate; Know and apply legislation, policies and procedures.

**ENQUIRIES**

Post-related: Ms V Mahlangu Tel No: (012) 441 1021
General: Mr D Mabulane Tel No: (012) 441 1020

**POST 05/89**

**DUTIES**

The purpose of the position is to specialize in the history of sport’s transformation initiatives, the factors impacting on it as well as the design and implementation of transformation processes as it relates to sport; Conduct and update research on socio-political, economic and demographic change on the rate and extent of transformation in sport with a specific focus on inequality and poverty related issues; Update and propose changes to the Transformation Charter to the Director General; Review strategic plans of federations to ensure incorporation of transformation audit report findings, conclusions and recommendations; Provide progress feedback to Eminent Persons Group Chairperson; Design, distribute and collect transformation data sheets to...
federations agreed with the Director General annually; Establish manual data base, analyse data sheets received, propose recommendations and prepare annual transformation audit reports; Present annual transformation report to federations audited and entities decided in by the DG for discussion and comment; Advice on the design of a system to assess the success or failure of the implementation of the transformation charter and scorecards; Propose first draft long-term strategic direction for sport transformation based on audit observation; Finalise ‘Transformation Charter and Barometer Transformation Scorecard’ reflecting each federation’s transformation status and progress over three years for incorporation into final Report and present to the Director General.

ENQUIRIES : Post-related: Ms S Khan Tel No: (012) 304 5274 General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/90 : DIRECTOR: EMPLOYEE RELATIONS, HEALTH AND WELLNESS REF NO: DSAC-07/02/2021

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/Labour Relations/Social Studies, coupled with five (5) years appropriate experience at a middle/ senior management level; Good knowledge of Labour relations, Employment Equity and Employee Health and Wellness as well as collective bargaining in the Public Service; Understanding and overall knowledge of government transformation policies and priorities; An understanding of the Public Finance Management Act, Labour Relations Act, White Paper on Transformation of the Public Service Act, Public Service Regulations and Basic Conditions of Employment Act, LRA, Occupational Health and Safety; Dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license.

DUTIES : The purpose of this position is to support sound employee relations and to manage the employee health and wellness programmes; Manage the quality of work life within the Department; Manage the implementation of Employee Health and Wellness Programmes in the Department; Manage the development and implementation of Labour relations, Employment Equity and Employee Health and Wellness policies and strategies and ensure compliance; Oversee management of labour relations services; Manage the collective bargaining process and conflict resolution; Create awareness of Labour relations, Employment Equity and Employee Health and Wellness programmes and services; Manage financial and human resources within the Directorate.

ENQUIRIES : Post-related: Ms V Mahlangu Tel No: (012) 441 1021 General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/91 : DIRECTOR: STAKEHOLDER MANAGEMENT, CAMPAIGNS AND SPECIAL PROJECTS REF NO: DSAC-08/02/2021

SALARY : R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE REQUIREMENTS : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Relations or Communication coupled with 5 years’ middle management experience in Communication, Stakeholder Management, Campaigns; Knowledge and Understanding of all Departmental Legislations and Prescripts;
Knowledge of all communication strategies and processes; Knowledge and Understanding of Public Service Regulatory Framework; Dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license and willing to travel.

DUTIES: The purpose of this position is to manage communication stakeholder mobilisation and public awareness campaigns; Oversee and coordinate departmental stakeholders, public awareness campaigns, special projects and operations; Lead the development of communications programme to engage key audiences in work; Develop, manage and implement a communication stakeholder strategy and communication plan that is aligned to the integrated communication strategy and the department’s strategic objectives; Design, deliver and evaluate national social marketing and awareness campaigns; Develop and deliver national social marketing and awareness campaigns to identified target audiences on time and to budget; Manage a range of projects and programmes, and develop communications plans to involve colleagues from across the organization; Establish, maintain and ensure a good working relationship with the department and stakeholders; Participate and contribute to the program of communication clusters and the Communicators’ Forum and represent the Department at various forums; Establish connections and be able to network with the communications sector in government, media, relevant clusters, business; Manage and implement strategic objectives and innovation within the directorate; Develop and implementation of policy and procedure, directive acts and regulations; Manage Resources (Physical, Human and Financial)

ENQUIRIES: Post-related: Dr J Mzaliya Tel No: (082) 996 0890
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/92: DIRECTOR: NATIONAL ARCHIVES SERVICES REF NO: DSAC-09/02/2021

SALARY: R1 057 326 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Archival Studies coupled with five (5) years appropriate experience at a middle/senior management level; Knowledge of policies such as Archives Act, Promotion of Access to Information Act, Protection of Personal Information Act, etc; Understanding and overall knowledge of government transformation policies and priorities; Knowledge of South African History; Research and facilitation; Dynamic and seasoned professional with innovative and creative capabilities; Problem solving and conflict management; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license.

DUTIES: The purpose of this position is to manage and promote the archival services of South Africa; Transfer Management - Smooth transfer of collections to the Archives; Manage the appraisal process as well as the accessibility of the records. Manage the regulatory framework regarding records management services to governmental bodies, including the formulation of policy and strategy. Ensure effective and efficient archival information systems including the National Automated Archival Information Retrieval Systems (NAAIRS). Manage the preservation strategy that is multi-pronged, that encompasses both preventive and curative measures. Manage the preservation of film, video and sound archives in terms of the Legal Deposit Act. Facilitate partnerships with like-minded organisations to promote the archives. Liaising at high level with role players in the archives sector including the National Archives Advisory Council, South African Society of Archivists and Provincial Archives. Management of Special Projects like digitisation, oral history conference and

ENQUIRIES
: Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Mr D Mabulane Tel No: (012) 441 1020

POST 05/93
: DIRECTOR: LIBRARY POLICY AND COORDINATION REF NO: DSAC-10/02/2021

SALARY
: R1 057 326 per annum (An all-inclusive remuneration salary package consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE
: Pretoria

REQUIREMENTS
: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Library and Information Science coupled with five (5) years’ experience at a middle/senior management level in policy development, governance and legislative matters relating to library and information services (LIS); Knowledge of the Public Finance Management Act, 1999; the Local Government Structures Act, 1998; Promotion of Access to Information Act etc; Extensive knowledge of the Division of Revenue Act, (DORA) 2007 as it relates to the planning, monitoring and implementation of conditional grants; In-depth knowledge of national policy, including norms and standards, in respect of planning, coordination and consultation of library services; Extensive knowledge of policy development, governance and legislative matters relating to library and information services (LIS), and institutions at the national and provincial level; Extensive knowledge relating to the information society; Problem solving and conflict management skills; Experience and ability to work in cross-functional projects/teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management; Must be in possession of a Code 08 driver’s license.

DUTIES
: The purpose of this position is to manage and provide strategic leadership for the unit Libraries, Policy and Coordination; Lead the development, transformation and promotion of a legislative framework for libraries in the country; Ensure effective coordination and management of the Conditional Grant Funding to provinces for community libraries; Administer, promote and develop national legislation relating to National Council of Library and Information Services (NCLIS), National Library of South Africa (NLSA), South African Library for the Blind (SALB) as well as coordinate policy as it relates to rendering of library services; Liaising at high level with role players in the LIS sector, including the NCLIS, the Legal Deposit Committee, the NLSA, SALB, BLIND SA, the Provincial Library Services, the Library and Information Association of South Africa (LIASA) and IFLA; Managing the budgets, human resources and performance of the Directorate

ENQUIRIES
: Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Mr D Mabulane Tel No: (012) 441 1020

OTHER POSTS

POST 05/94
: DEPUTY DIRECTOR: SECURITY SERVICE (ARCHIVES) REF NO: DSAC-14/02/2021

SALARY
: R869 007 per annum (An all-inclusive remuneration salary package consisting of a basic salary, State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)

CENTRE
: Pretoria

REQUIREMENTS
: Candidates must have as a minimum qualification a Bachelor’s degree or National Diploma (NQF 6) in Security Risk Management with at least 3 to 5 years’ experience; Candidates must also be a registered member with PSIRA – Minimum Grade A Management Certificate; Good communication and coordination skills, interpersonal relations; conflict management; managerial,
Specialist Security Knowledge with the ability to interact at high-profile levels; Contract management skills; Ability to work under pressure, independently and extended hours when necessary Must be a South African citizen or a Permanent Resident Must be in possession of a South African Code 8 driver’s license.

**DUTIES**

The purpose of this position is to promote a favourable condition of information security by the conscious provision and application of a system of physical and information security measures to protect sensitive information and other assets; Develop, review, implement the security policy and access control directives; Implement the MISS policy framework; Ensure classified documents security; Develop and maintain Key control measures; Facilitate security training and awareness for all staff; Draft risk assessments reports and physical security appraisals for approval; Manage the security component; Monitor information security implementation; Monitor physical security implementation; Monitor service level agreement implementation; Monitor adherence/compliance and corrective/disciplinary steps

**ENQUIRIES**

Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Ms Z Maloka Tel No: (012) 441 3730

**POST 05/95**

**DEPUTY DIRECTOR: CUSTOMER SERVICES CENTER REF NO: DSAC-11/02/2021**

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A thee-year degree or National Diploma (NQF 6) in Public Management and Administration or Social Sciences coupled with 3-5 years’ experience in a complaints and compliments/ customer service environment and 2-3 years’ experience in management/ supervisory position; understanding and knowledge of the Sport, Arts and Culture Sector in South Africa; Sound communication and interpersonal relations, Knowledge of workflow planning and capacity planning; Knowledge of the Public Service Regulatory Framework; Client orientation and customer focus; Problem Solving and Analysis skills; Business Report Writing skills; Influencing and Networking skills; Computer literacy.

**DUTIES**

The purpose of this position is to coordinate and manage the investigation, resolution of queries, customer related complaints and compliments; Manage the overall operational delivery of designated process within the DSAC call centre; Manage the client interface and continuously improve the efficiencies and service delivered by the Call Centre Operations; Manage Customer Interactions through Inbound voice contact through his/her team for the various services; Analyse steps in work processes; Constantly monitor & review performance metrics for achievement of objectives; Track and ensure closure of complaints; Effectively manage Contact Centre operations for constant performance achievements; Identify relevant training needs of agents and Team Leaders & ensure effective implementation; Interface with Information Technology, Human Resources and Training quality; Collate data and generate MIS reports; Develop the strategy and improve service delivery to customer compliments and complaints; Guide and provide relevant management information and coordinate the implementation of solutions to address identified adverse trends; Develop policies and procedures relating to customer complaints and compliments are adhered to; Manage and monitor the turnaround time for complaints and compliments matters; Manage the processing of enabling documents for internal and external executives; Coordinate business transformation and partnership with various stakeholders; Ensure the implementation of effective risk and compliance management practices.

**ENQUIRIES**

Post-related: Dr J Mzaliya Tel No: (082) 996 0890
General: Ms Z Maloka Tel No: (012) 441 3730

**POST 05/96**

**DEPUTY DIRECTOR: MULTILATERALS REF NO: DSAC-12/02/2021**

**SALARY**

R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary, State’s contribution to the Government Employees Pension
**CENTRE**  
Pretoria

**REQUIREMENTS**  
A three-year degree or National Diploma (NQF 6) in International Relations, Political Studies or Social Sciences coupled with a background in or understanding of international relations, 3 – 5 years' relevant experience in multilaterals and knowledge of international relations in government; fair understanding and knowledge of the Arts Sector in South Africa. Sound communication and interpersonal relations, knowledge of relevant legislation and governing policies, policy development and analysis, financial and project management, problem solving and analysis, analytical and creative thinker, research skills, computer literate. Knowledge of UN, UN Culture Conventions, Country Reporting process and procedures will be an added advantage.

**DUTIES**  
Key Performance Areas: The purpose of this position is to initiate, monitor and manage the Department’s relations with international multilateral fora for arts and culture, and oversee any related projects; Co-ordinating South Africa’s participation in UNESCO, WIPO, the Commonwealth Foundation, EU, ACP and related bodies; Secure SA’s presence internationally and monitor and evaluate global cultural trends. Managing arts and culture content through servicing multilateral relations and identify opportunities, shortcomings and challenges; Conceptualize, manage and implement local and international policies and advice on gaps, challenges and overlaps; Promote and coordinate stakeholder relations both nationally and internationally. Coordinate international visits, reports and any related projects of the Directorate.

**ENQUIRIES**  
Post-related: Ms C Noah Tel No: (012) 441 3739  
General: Ms J Boonzaaier Tel No: (012) 304 5007

**POST 05/97**  
DEPUTY DIRECTOR: RISK MANAGEMENT (ENTERPRISE-WIDE RISK MANAGEMENT) REF NO: DSAC-13/02/2021

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

**CENTRE**  
Pretoria

**REQUIREMENTS**  
Candidates must have as a minimum qualification a Bachelor’s degree or equivalent qualification (NQF 6) in Commerce / Risk Management with at least 5 years relevant experience of which 3 years must be at supervisory level. Candidates must also be a member of a relevant registered professional body [Institute of Risk Management South Africa/ Compliance Institute of South Africa Certification as a Risk Practitioner/Professional; Compliance Practitioner/ Professional or Certification in Project Management will be an added advantage Knowledge of the Public Finance Management Act, Public Sector Risk Management Framework Practical application of Enterprise Risk Management standards and principles Knowledge of Risk Management software Good communication, managerial, analytical and writing skills, with the ability to interact at high-profile levels Must be a South African citizenship or a Permanent Resident Must be in possession of a South African Code 8 driver’s license and willingness to travel. Perform under pressure.

**DUTIES**  
Develop risk management strategies and methodologies, policies and annual risk management plan; Conduct research on advanced risk management techniques and methodologies and introduce new risk initiatives; Provide risk status reporting with accurate and reliable organizational information together with analysing trends and data to management; Identify and communicate relevant trends, developments, key performance drivers and root causes; Conduct risk assessments at strategic, operational processes and systems to identify required risks and controls and provide guidance to management; Oversee and drive the project management and documentation requirements for all key risk projects; Establish and maintain a risk management philosophy and culture and maintain the risk maturity profile of the organisation through awareness campaigns and training initiatives.

**ENQUIRIES**  
Post-related: Ms B Spencer Tel No: (012) 441 3097  
General: Ms J Boonzaaier Tel No: (012) 304 5007
POST 05/98: CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DSAC-15/02/2021 (X2 POSTS)

**SALARY**
R618 732 - R656 706 per annum (salary will be determined in accordance with the Occupational Specific Dispensation (OSD) applicable to Engineers and related Professionals)

**CENTRE**
Pretoria

**REQUIREMENTS**
A National Diploma (NQF 6) in any Built Environment with a minimum of 4 years and 6 months experience / a B. Tech degree in any Built Environment with a minimum of 4 years’ experience or an Honours degree in any Built Environment field with a minimum of 3 years’ experience; Must be in possession of a Code 08 driver’s license and willing to travel extensively and work irregular hours; Compulsory registration with the South African Council for the Project and Construction Management Profession (SACPCMP); Experience in project/portfolio management in a complex environment; Contract management experience including contract specification, oversight and monitoring; Experience in the development and management of projects; Knowledge and understanding of the Project Management Tools and systems; Presentation and communication technologies. Document management systems; Basic knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management.

**DUTIES**
Development of the UAMP and Immovable Asset Register (IAR); Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimise risks on projects. Project accounting and financial management: Report project progress, Manage project budget and resources; Processing of invoices and transfers Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, stakeholders and management; Utilise resources allocated effectively; Preparation of quarterly reports, project status/site visit reports. Research and policy development: Policy framework and systems; Conduct research on and contribute to policy development; Liaise with relevant bodies/councils on project management.

**ENQUIRIES**
Post-related: Ms P Ben-Mazwi Tel No: (012) 441 3041
General: Ms S Botha Tel No: (012) 441 3646

POST 05/99: ASSISTANT DIRECTOR: CHIEF DIRECTORATE COORDINATION REF NO: DSAC-16/02/2021

(Office of the Chief Director: Human Resource Management and Development)

**SALARY**
R376 596 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
A relevant National Diploma or Degree (NQF6) in Public Administration or equivalent qualification; 3-5 years of experience in a similar environment rendering support service; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Telephone etiquette; Excellent communication skills; Ability to interact with customers on a high level; Fundamental knowledge of Operations Technology and Systems especially excel and software to develop databases; Knowledge of Capacity Management Principles.

**DUTIES**
The purpose of this position is to ensure the effective provision of coordination services in the Chief Directorate; Coordinate the implementation of processes, procedures and systems for service delivery improvement within the Chief Directorate; Coordinate and monitor DSAC participation in the national cluster; Report on information for planning, monitoring and evaluation processes; Coordinate the implementation and maintenance of the execution of the Chief Directorate related strategies; Liaise with internal and external stakeholders and ensure that relevant information is strategically communicated; Consolidate various qualitative and quantitative reports in the Chief Directorate; Monitor and evaluate reports, and routine reports to respective clusters; Monitor and evaluate systems and processes pertaining to the implementation of plans, identified special programs and projects; Manage leave and other Human Resources administration requirements within the unit;
Determine financial needs, compile the budget and monitor expenditure to ensure planned activities are within budget; Keep up to date with industry and specifically international Public Sector developments and make recommendations to the Chief Director for business transformation opportunities; Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution; Liaise with all relevant stakeholders within and external to the organization to ensure accurate implementation; Oversee successful system and process enhancements, updates and amendments within the unit; Keep up to date with compliance and regulatory requirements; Interpret and implement all organizational circulars, policy and other communications that impact on the operation of the business unit.

ENQUIRIES:
- Post-related: Ms V Mahlangu Tel No: (012) 441 1021
- General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/100:
**ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DSAC-17/02/2021**

**SALARY:** R376 596 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** Candidates must have as a minimum qualification a Bachelor’s degree or National Diploma (NQF 6) in Environmental Health/ Safety Management with at least 3-5 years relevant experience; Candidates must also be a member of a relevant registered professional body (SAMTRAC/ SHEMTRAC); Knowledge of the Compensation for Occupational Injuries and Diseases Act, the Occupational Health and Safety Act and its regulations; Understanding of the OHS Act in the Public Service departments; Ability to work under pressure and meet deadlines; Good communication, managerial and supervisory, administrative, organisation and interpersonal skills with the ability to interact at high-profile levels Good report writing and presentation skills. Must be a South African citizenship or a Permanent Resident; must be in possession of a South African Code 8 driver’s license.

**DUTIES:** Key Performance Areas: Facilitate the development, reviews and implementation of the Occupational Health and Safety Policy as well as other related policies for the Department Coordinate all Health and Safety Representative training Establish and sustain a fully functional Health and Safety program within the Department Develop and implement an incident management system by establishing and maintaining an incident and accident management system; Keep records and report incidents and accidents; provide First Aid assistance where necessary; administer Injury on duty process Hazard identification and risk inspection by developing standardized inspection checklists; conduct formal building inspections and communicate findings of inspections and take corrective actions. Ensure the implementation and monitoring of all OHS compliance requirements. Plan and coordinate OHS audits. Develop and coordinate risk management plans.

ENQUIRIES:
- Post-related: Ms P Almeida Tel No: (012) 441 3696
- General: Ms S Botha Tel No: (012) 441 3464

POST 05/101:
**ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC-18/02/2021**

Office of the Deputy Director General: Recreation Development and Sport Promotion

**SALARY:** R376 596 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** National Secretarial Diploma or Degree in Public Administration or equivalent qualification (NQF 6); 3-5 years of experience in rendering a support service to a senior manager; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills; Ability to interact with customers on a high level.

**DUTIES:** Key Performance Areas: Provides Secretarial/Receptionist support service to the DDG; Manages the administrative support services; Manages the effective flow of routine and highly confidential information and documents to and from the office of the DDG; Ensures the safe keeping of all routine and highly confidential documentation in the office of the DDG in line with relevant legislation and policies; Responds to written, e-mail or verbal enquiries from internal and external stake holders on behalf of the DDG; Provides support to
the DDG regarding meetings; Manages the administration of the DDG’s budget; Administrates the record keeping of expenditure commitments, monitoring the expenditure and alerts the DDG of possible over- or underspending; Checks and correlates BAS reports to ensure that expenditure is allocated correctly; Advises the DDG in determining funding requirements for purposes of MTEF submissions; Studies the relevant Public Service and Departmental legislation, prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES
Post-related: Ms S Khan Tel No: (012) 304 5274
General: Ms S Botha Tel No: (012) 441 3464

POST 05/102
ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC-19/02/2021
Office of the Deputy Director General: Arts, Culture, Preservation and Development

SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS: National Secretarial Diploma or Degree in Public Administration or equivalent qualification (NQF 6); 3-5 years of experience in rendering a support service to a senior manager; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills; Ability to interact with customers on a high level.

DUTIES: Provides Secretarial/Receptionist support service to the DDG; Manages the administrative support services; Manages the effective flow of routine and highly confidential information and documents to and from the office of the DDG; Ensures the safe keeping of all routine and highly confidential documentation in the office of the DDG in line with relevant legislation and policies; Responds to written, e-mail or verbal enquiries from internal and external stakeholders on behalf of the DDG; Provides support to the DDG regarding meetings; Manages the administration of the DDG’s budget; Administrates the record keeping of expenditure commitments, monitoring the expenditure and alerts the DDG of possible over- or underspending; Checks and correlates BAS reports to ensure that expenditure is allocated correctly; Advises the DDG in determining funding requirements for purposes of MTEF submissions; Studies the relevant Public Service and Departmental legislation, prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES
Post-related: Dr C Khumalo Tel No: (012) 441 3439
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/103
ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSAC-20/02/2021 (X2 POSTS)

SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS: Three-year National Diploma/Degree (NQF 6) in Marketing/Events Management; 2-3 years relevant experience in events management; Code 08 driver’s license; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills and interpersonal relations; Problem solving; Analytical and creative skills; Computer literacy.

DUTIES: The purpose of this position is to Manage events for and on behalf of the Department; Perform budget costing and reconciliations for events; Draft post project reports and statistics on each event; Manage event implementation strategies; Events Management Design; Develop social and entertainment programmes; Develop and implement programmes for events; Events Management and Marketing; Operations in Events Management; Events Risk Management.

ENQUIRIES
Post-related: Ms N Malesa Tel No: (012) 304 304
General: Ms S Botha Tel No: (012) 441 3646
POST 05/104

ASSISTANT DIRECTOR: ENTITY OVERSIGHT AND INTERFACE REF NO: DSAC-21/02/2021 (X3 POSTS)

SALARY
R376 596 per annum

CENTRE
Pretoria

REQUIREMENTS
A Bachelor of Commerce Degree or National Diploma in Financial Management or Accounting (NQF 6), 3 years' professional experience in Accounting and Financial Management or similar position within the Public Service environment, experience in Public Entities financial performance monitoring reporting, consolidation and financial analysis, auditing experience will be an added advantage. Good communication skills, understanding of good corporate governance principles, knowledge of strategic planning and budgeting processes, understanding of the Accounting GRAP Standards, report writing and presentation skills, ability to function independently and as part of the team, problem solving and analysis, project and people management skills, knowledge of relevant legislations, National Treasury regulations, PFMA, understanding of government planning processes and cycle, computer literacy.

DUTIES
Provide support to Public Entities in relation to governance matters; Analyse and co-ordinate the submission of Quarterly and Annual reports, Annual Performance Plans, Strategic plans, Financial Statements and Audit reports of the Department’s Public Entities to the Minister; Facilitate the planning and budgeting of the Department’s Public Entities; Monitor Public Entities performance and compliance with PFMA, Treasury regulation and other relevant legislations; Provide support by coordinating and rendering secretarial services to the internal and external forums; Respond to Parliamentary questions and provide comments on cabinet Memoranda submitted to the Department; Provide support and coordinate the appointment of Council/Boards of public entities. Supervise subordinates.

ENQUIRIES
Post-related: Mr S Tsanyana Tel No: (012) 441 3492
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/105

ASSISTANT DIRECTOR: RISK, ANTI CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DSAC-22/02/2021

SALARY
R376 596 per annum

CENTRE
Pretoria

REQUIREMENTS
An appropriate recognized three-year Bachelor Degree or National Diploma (NQF6) in Risk Management/ Finance/Auditing or Economics, with at least three years practical risk management experience; Experience in the use of Barnowl or any ERM system will be an advantage. Membership to the Institute of Risk Management South Africa or relevant professional body will be an added advantage. A valid driver’s license; excellent relationship building skills and ability to influence others. A team player who can interface at all levels. A motivated self-starter, capable of working on own initiative with a high level of integrity. Ability to communicate at all levels, both verbally and in writing. Presentation skills. Computer literacy. Project management and time management; Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, and Protected Disclosure Act. Anti-fraud and corruption policies. Public Service Act.

DUTIES
The purpose of the position is to manage the implementation of the Risk Management strategies in support of effective Corporate Governance of the Department; Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department; Develop risk management processes, identify and evaluate risk. Facilitate and coordinate risk management workshop; Roll-out awareness programmes on Ethics & Integrity through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department; Manage fraud and corruption data-base and report in line with the Department's service standards. Follow up on implementation of mitigating measures to prevent fraud and corruption; Assist in the management the secretariat functions for the Risk Management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness; fraud, anti-corruption; and ethics and integrity programmes. Enhance ERM system modification and train end users on system changes.
ENQUIRIES : Post-related: Ms B Spencer Tel No: (012) 441 3097 General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/106 : ASSISTANT DIRECTOR: FILING SYSTEMS REF NO: DSAC-23/02/2021 National Archives of South Africa

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant three year degree or National Diploma (NQF 6) with major subject such as History, Public Administration or Information Management; A relevant post-graduate qualification, such as Archival Studies/Information Management would be an advantage; 3 years professional archival experience in the field of records management with specific specialization in appraisal, records classification systems and inspections; Knowledge of records classification systems and principles, international standards and best practices; Archives Act and other legislation which impacts on records management; Good communication skills.

DUTIES : The purpose of this position is to ensure governmental bodies implement and maintain filing system that is approved by the National Archives to support sound records management; Manage the Filing System Division; Manage the process of developing file plans for government departments and statutory bodies; Provide guidance and advice on filing systems; Monitor and evaluate file plans; Train employees, Provincial Archivists and Archivists from other African countries on how to evaluate file plans; Ensure compliance with other government departments and statutory bodies regarding filing systems.

ENQUIRIES : Post-related: Ms E Pretorius Tel No: (012) 441 3357 General: Ms S Botha Tel No: (012) 441 3646

POST 05/107 : CHIEF LANGUAGE PRACTITIONER: POLICY DEVELOPMENT REF NO: DSAC-24/02/2021

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year degree or National Diploma (NQF 6) in Linguistics/Languages; 3 years relevant experience in policy development and implementation; Advanced writing and communication skills; Computer literacy; Attention to detail; Analytical and Research skills

DUTIES : Key Performance Areas: The purpose of this position is to ensure that language policies are developed, draft language legislation is compiled and the implementation plans are developed by the sub directorate/Unit; develop language policies and valuate its implementation. Review departmental language policy, ensure the provision of information and advice on language policy issues; ensure the promotion of multilingualism. Respond to parliamentary questions. Write reports. Conduct research on legislation and policy.

ENQUIRIES : Post-related: Ms Z Ndima Tel No: (012) 441 3833 General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/108 : CHIEF LANGUAGE PRACTITIONER: POLICY IMPLEMENTATION REF NO: DSAC-25/02/2021

SALARY : R376 596 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised Bachelor’s degree or National Diploma (NQF6) in Linguistics/Languages or equivalent. 3 years relevant experience in policy development and implementation. Specialisation in Sociolinguistics will be an added advantage. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Research and report writing skills. Good verbal and written communication skills. Presentation skills. Ability to plan and implement projects. Ability to analyse information and generate reports. Good interpersonal. Computer skills.

DUTIES : The purpose of this position is to ensure that language policies are implemented in the Department. Assist in planning, conceptualising and coordinating the implementation of language policy. Conduct research on recommended language projects aimed at social cohesion and the promotion of multilingualism. Implement language development and promotion through the Department's Language Bursary Project. Write reports. Respond to...
parliamentary questions. Liaise with internal and external role players on language-related matters. Work very closely with the Sub directorate: Language Policy Development. Give language advice to government departments and other relevant stakeholders.

ENQUIRIES : Post-related: Ms Z Ndima Tel No: (012) 441-3833
General: Ms N Zinganto Tel No: (012) 304 5192

POST 05/109 : CHIEF NETWORK CONTROLLER REF NO: DSAC-26/02/2021

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree (NQF 6) in IT or related IT qualification; ITIL and Customer service certification; 3 years of relevant experience; Advanced skills in office productivity software; Knowledge on Configuration and deployment of Windows systems; Knowledge in Microsoft environment; Telephone etiquette and professionalism; Knowledge and understanding of IT policies and procedures; Problem solving skills; Ability to manage multiple tasks and work under pressure.

DUTIES : The purpose of this post is to provide support to DSAC users on all departmental applications, software, hardware and network services; Troubleshoot Desktop/ LAN/ WAN and server problems, determine the source and advice on appropriate action; Installation, configuration, upgrading of computers/ software and hardware; provide orientation to new users on existing and new technology; ensure anti-virus is installed, up to date and working properly on all workstations and services; monitoring and reporting network status and server health checks; managing and maintaining backups; provide technical support to all IT projects; set new users and support transversal systems and other DSAC systems; setup and support mobile devices.
DUTIES: The purpose of this position is to provide customer service and first line IT support to all DSAC users on all departmental applications, software, hardware and network; Log incidents, service and change requests; Provide helpdesk reports and statistics; Maintain the IT Inventory and filing; Assist with setting up, installation and configuration of new IT Equipment and Mobile devices; Assist with specification and recommend replacement of IT equipment; Facilitate the completion of IT Customer satisfaction surveys; Provide proactive feedback on logged calls; Reset and unlock user accounts; Disable accounts for resigned employees; Log calls with external Service Providers; Assist with Quotations where necessary; Follow-up on status of logged calls & IT Equipment repairs.

ENQUIRIES: Post-related: Ms Nomsa Rabotapi Tel No: (012) 441 3043 General: Ms P Mulaudzi Tel No: (012) 441 3716

POST 05/112: ARCHIVIST: FILM AND VIDEO PRESERVATION REF NO: DSAC-29/02/2021
National Archives of South Africa

SALARY: R257 508 per annum
CENTRE: Pretoria
REQUIREMENTS: A three-year Degree or Diploma (NQF 6) in Archival Studies with 1-2 years working experience in audio-visual archives; Knowledge on Audio-visual; Basic knowledge of film handling; Knowledge on the South African History; Knowledge on the South African Film Industry; Technical skills related to film handling.

DUTIES: The purpose of this position is to collect, preserve and make available all film, video collections as well as related materials that was made in or about South Africa; Identification, selection, appraisal and accessioning of film prints, videos, DVD's and production materials; Generate content on productions; Control and care of all vaults and storerooms; Allocation of new acquisitions to vaults and temporary storage of new donations/transfers; Delivering and returning of material to researchers and colleagues.

ENQUIRIES: Post-related: Ms K Ngcobo Tel No: (012) 441 3234 General: Ms B Manqaba Tel No: (012) 441 3650

POST 05/113: ASSISTANT ARCHIVIST: READING ROOM AND SUPPLY SERVICES REF NO: DSAC-30/02/2021
National Archives of South Africa

SALARY: R145 261 per annum
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate/Grade 12 certificate (NQF 4) coupled with 1 years appropriate experience; Knowledge of National Archives Repository Holdings; Good communication skills; Good client relations; Computer Literacy.

DUTIES: The purpose of this position is to retrieve and supply records to offices of origin in order to provide the client offices access to their information; Transfer, supply, arrangement and description of public records non-public records; Replacing of records in strong room; Data coding of records.

ENQUIRIES: Post-related: Ms K Ngcobo Tel No: (012) 441 3234 General: Ms B Manqaba Tel No: (012) 441 3650

POST 05/114: TELECOM OPERATOR REF NO: DSAC-31/02/2021

SALARY: R145 261 per annum
CENTRE: Pretoria
REQUIREMENTS: A senior certificate/ Grade 12 certificate (NQF 4) qualification coupled with 1 year working experience on the switchboard; Ability to work and communicate with people; Bilingual (Ability to communicate fluently in English and any other official language; Basic computer skills; Sound telephone etiquette; Client focus and orientation.

DUTIES: The purpose of this position is to provide support services related to the switchboard and Telephone Management System; Answer incoming calls; Transfer incoming calls; Provide callers with necessary information if needed; Update and distribute internal telephone directory; Print and distribute of telephone accounts; Keep record of accounts returned; Clear accounts on TMS; File records; Report all defaults to supplier and supervisor; Update the
TMS with regard to resignations and new appointment; Make arrangements with driver to collect free directories from Post Office.

ENQUIRIES
Post-related: Mr C Hougaard Tel No: (012) 441 3551
General: Ms N Tshabalala Tel No: (012) 304 5142

POST 05/115
DRIVER/ MESSENGER: NARSSA SUPPORT SERVICE REF NO: DSAC-32/02/2021

SALARY: R122 595 per annum
CENTRE: Pretoria
REQUIREMENTS: A Senior Certificate/ Grade 12 certificate (NQF 4) coupled with 1-2 Years Driving Experience; Code 10 drivers license, PDP.
DUTIES: The purpose of this post is to collect and deliver mails to and from the Department and transporting of officials to attend meetings; Perform driver duties; Driving officials/delegates, National Symbols and Exhibitions including on weekends in Gauteng and other Provinces as required; collecting and deliver mail and parcels to the correct destination externally.

ENQUIRIES
Post-related: Mr AP Kekana Tel No: (012) 441 3227
General: Ms N Ngcama Tel No: (012) 441 3430

POST 05/116
ASSISTANT AUXILIARY SERVICES OFFICER REF NO: DSAC-33/02/2021 (X2 POSTS)

SALARY: R122 595 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or ABET qualification coupled with 6 – 12 months relevant experience; Ability to work and communicate with people.
DUTIES: The purpose of this position is to render an efficient food service aid service and cleaning kitchen areas for the Department; Prepare beverages and refreshments in Conference Centres and board rooms; Serve refreshments as required; Provide fresh water and clean glasses in Boardrooms; Wash all crockery, cutlery and dish cloths after meetings; Keep equipment clean and tidy on a regular basis (microwave/kettle/fridge/urn, etc.); Clean kitchen areas of the Department; Stock taking of Cutlery/crockery and procuring of cleaning materials and condiments; Keep supervisor updated on stock levels of all cutlery/crockery (missing/broken) / condiments / cleaning materials in the Conference Centre or boardrooms and note in a register; Obtain quotation for cutlery / condiments / cleaning materials; Safe keeping of cutlery/crockery/condiments /cleaning materials; Assist with clerical tasks.

ENQUIRIES
Post-related: Ms M Matjipa Tel No: (012) 441 3677
General: Ms N Ngcama Tel No: (012) 441 3430
DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

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

CLOSING DATE : 26 February 2021

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

OTHER POSTS

POST 05/117 : DEPUTY DIRECTOR: BEE SPECIALIST FOR IMPLEMENTATION, MONITORING AND EVALUATION REF NO: DOT/HRM/2021/06

(Branch: Integrated Transport Planning)

(Chief Directorate: Modelling and Economic Analysis)

(Directorate: Black Economic Empowerment)

(Sub-directorate: Implementation, Monitoring and Evaluation)

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

CENTRE : Pretoria

REQUIREMENTS : An applicant must have a recognised NQF Level 6/7 in B Com Degree, Transport Planning and Transport Economics with five year’s relevant experience at MMS / Assistant Director Level. The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, legislations and policies. Understanding of Corporate Governance. PFMA, EEA, PPPFA, SDA. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal and People Management. Leadership qualities. Pay attention to details. Apply systematic approach. Ability to work under pressure. Good verbal and written communication. Excellent computer skills. Project Management as well as above average analytical skills.

DUTIES : The Incumbent will: Manage staff by performing supervisory and leadership role. Making sure that both Public and Private Sector deliver on the Transport Sector B-BBEE Charter. Assist in the collation and collection of information related to key BEE Performance Indicators. Communicate Public and Private Sector B-BBEE scorecards. Monitor progress of the charter by Public and Private Sector. Develop systems that will assist implementation. Monitoring and evaluation of Public and Private Sector scorecards targets and weightings. Help to analyse B-BBEE trends in the Transport Sector (Public and Private Sector) through research, surveys and analysis of B-BBEE verifications certificates from Transport Entities. Provincial Stakeholders at large. Advise the Department about B-BBEE non-compliance. Constantly interact with the institutions like Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises and Financial Institutions. Provide administrative support for B-BBEE processes (such as planning and organizing meetings with stakeholder, taking minutes of stakeholders meetings etc.). She / He must be willing to work under pressure, long hours and do intensive travelling.
ENQUIRIES : Mr. M Sikhudo Tel No: (012) 309 3014

POST 05/118 : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS (PMDS) REF NO: DOT/HRM/2021/07
(Branch: Administration, Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management & Development)
(Sub-directorate: Performance Management and Development Systems)

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a three-year Degree/National Diploma in Human Resource Management, Management or Public Administration recognised at NQF level 6/7 with 3 years relevant experience in the PMDS field. The following will serve as strong recommendations: Knowledge of the Public Service Regulations, thorough knowledge and application of PMDS Directives, prescripts and Collective Agreements on the PMDS and PFMA knowledge; PERSAL knowledge; excellent interpersonal relations; ability to function both independently and as part of the team; ability to handle pressure; good communication and writing skills; good presentation and facilitation skills, problem solving, time management, planning, coordination and organizational skills; computer literacy skills (MS Office, Word Excel).

DUTIES : Management and coordination of the effective implementation of the Performance Management System in the Department; Facilitate the quality assurance of all the PMDS reports and provide guidance on the application of PMDS; Manage, file and analyse data on performance agreements/ reviews and appraisals concluded to produce statistical information and management reports; Facilitate the various Moderating Committee meetings and logistics; Conduct PMDS workshops; Provide secretarial services during PMDS moderation meetings/ related; Assist in the development/ review of PMDS policies; Participate in the development of Sub-Directorate Business/Operational Plans; Communicate notices and guidelines on latest developments in performance management; Provide technical advice to all Staff; Ensure Department complies with related PMDS prescripts; Supervise and mentor officials, including Interns in the PMDS sub-directorate.

ENQUIRIES : Ms Refilwe Mashamaite, Tel. No: (012) 309 3225

POST 05/119 : SENIOR ADMINISTRATION OFFICER REF NO: DOT/HRM/2021/08
(Branch: Integrated Transport Planning)
(Chief Directorate: Modelling and Economic Analysis)
(Directorate: Black Economic Empowerment)
(Sub-directorate: Transport Economic Regulation)

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An applicant must have a recognised NQF Level 6/7 in B Com Economics or Business Administration or Transport Logistics and Transport Economics. Must have a minimum of 3 years practical knowledge of economic regulation. The following will serve as strong recommendations: Understanding of economic regulation theories, principles, models, framework and practices. Must be knowledgeable about institutional arrangements of economic regulatory authorities. Understanding of corporate governance, PFMA etc. Ability to establish relationship and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction and management skills. Display Interpersonal and People’s Management skills and leadership qualities. Pay attention to details. Be methodical yet systematic approach. Ability to work under pressure. Demonstrate very good verbal and written communication as well as provide co-ordination skills. Excellent computer skills. Project Management and above average analytical skills.

DUTIES : Assists with the establishment of the Single Transport Economic Regulator. Conduct appropriate research of economic regulation. Ensure to develop and implement economic regulation frameworks. Provide administration support to the project management team of the single transport economic regulator and directorate. Arrange meetings, seminars and workshops of the directorate and build partnership state-owned-enterprises and other stakeholders within the
economic regulation environment. Must be willing to work under pressure and willing to work long hours.

ENQUIRIES : Mr. M Sikhudo Tel No: (012) 309 3014
APPLICATIONS: Application that are hand delivered must be brought at the Foyer of Old Standard Bank Building, Charlotte Maxeke Street, where they must be placed in the appropriate marked box at Security Ground Floor, or by email: recruitment@fssocdev.gov.za.

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, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. No Applications will be accepted by staff in the offices in the building. Qualification certificates must not be copies of certified copies. 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 on all applications. 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. NB: All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

OTHER POSTS

POST 05/120: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: CS 01/21

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

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: LLB degree with a minimum of eight (8) years post-graduate experience in the provision of legal services. Knowledge of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (PAIA), the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000) (PAJA), the South African Constitution, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Relevant post-graduate experience in administrative, constitutional, criminal or International law as well as laws of contract and delict and principles of interpretation of statutes, litigation, drafting of legal documents and debt collections. Analytical thinking and research skills. Excellent legal writing, drafting of legislation, contracts, labour law and litigation management skills. Excellent communication (verbal and written) skills as well as good interpersonal relations. A valid Code B driver's licence and the willingness to travel and work overtime. Computer skills in all MS Office packages.

DUTIES: The incumbent will be responsible for the drafting and amendment of legislation and legal documents. Provide legally sound written opinions. Draft and vet contracts. Provide legal support in respect of the PAIA and the PAJA requests. Provide legal advice and support, including debt collection to the department. Liaise with the State Attorney, Council and other Legal Professionals in the management of civil and criminal litigation matters. Provide support on the institution and management of legal proceedings. Mentor junior legal Professionals. Perform regular reporting.

ENQUIRIES: Adv KD Tsotetsi Tel No: (066) 487 6155/083 274 1206

POST 05/121: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT – ACQUISITION MANAGEMENT REF NO: FS 01/21

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

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: A relevant tertiary qualification at NQF level 7. 3 year supply chain experience on supervisory level.
DUTIES: Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES: Ms C Lebone Tel No: (051) 409 – 0616

POST 05/122: SCM PRACTITIONER: ASSETS REF NO: FS 02/21 (X1 POST)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)

DUTIES: Supervise the activities of the Supply Chain Management Clerks. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Service. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management practises and policies. Approve transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9).

ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/123: SCM PRACTITIONER: ACQUISITION REF NO: FS 03/21 (X2 POSTS)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)

DUTIES: Supervise the activities of the Supply Chain Management Clerks. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Service. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management practises and policies. Approve transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9).

ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/124: SCM PRACTITIONER: DEMAND REF NO: FS 04/21 (X2 POSTS)

SALARY: R257 508 per annum (Level 07), (A basic salary)
CENTRE: Provincial Office (Bloemfontein)

DUTIES: Supervise the activities of the Supply Chain Management Clerks. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the Department to contribute to the rendering of a professional Supply Chain Management Service. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practises. Inform, guide and advice Department/personnel on supply chain management practises and policies. Approve transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9).
ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/125: INTERNAL AUDITOR REF NO: FS 05/21 (X1 POST)

SALARY: R257 508 per annum (Level 07), (A basic salary)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: Applicants should be in possession of a National Diploma or B. Tech Degree in Internal Auditing, B.Com: Accounting/Auditing or equivalent qualification. Computer literate Knowledge of the PFMA, Treasury Regulations and ISPPIA (Standards). Valid driver’s license. Recommendation: Experience in the field of Internal Audit or Risk Management.

DUTIES: Perform audits according to the hours allocated for each audit project. Meet deadlines within allocated hours. Report actual hours utilized against budgeted hours. Ensure that the audit file is properly prepared according to the standards set by the audit management. Arrange and attend engagement meetings with relevant role-players at the beginning of each audit project. Ensure that minutes of engagement meetings are compiled. Discuss system flow of processes with the audit client operational staff. Identify risks/threats from the system flow of processes, identify ideal controls and obtain existing controls from the audit client operational staff and capture all the information on process flow documentation and preliminary risk assessment working paper. Complete working papers for the record of work done, with all our testing results. Cross reference working papers to the audit evidence. Initial all working papers as preparer. Compile audit program. Review the reliability and integrity of financial and operational information. Obtain, document and file audit evidence to support your audit opinion and conclusions. Evaluate the adequacy and effectiveness of internal control. Determine compliance to Acts, Regulations and Policies. Compile the informal queries and give the audit client opportunity to respond to audit findings. Discuss the responses with the audit client management to determine root causes, give audit opinion and recommend corrective actions.

ENQUIRIES: Mr. K. Mojatau Tel No: (051) 407 0745

POST 05/126: SCM CLERKS: ASSETS REF NO: FS 06/21 (X7 POSTS)

SALARY: R173 703 per annum (Level 05), (A basic salary)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: Grade 12 certificate or equivalent qualification. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/127: SCM CLERKS: ACQUISITION REF NO: FS 07/21 (X6 POSTS)

SALARY: R173 703 per annum (Level 05), (A basic salary)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: Grade 12 certificate or equivalent qualification. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

ENQUIRIES: Mr. P. Nkhatho Tel No: (051) 409 – 0503

POST 05/128: SCM CLERKS: DEMAND REF NO: FS 08/21 (X8 POSTS)

SALARY: R173 703 per annum (Level 05), (A basic salary)

CENTRE: Provincial Office (Bloemfontein)

REQUIREMENTS: Grade 12 certificate or equivalent qualification. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the
legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**DUTIES**
Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.

**ENQUIRIES**
Mr. P. Nkatho Tel No: (051) 409 – 0503
ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS

Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

District Gauteng North (GN): Physical Address: Yorkor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3641

District Gauteng West (GW): Physical Address: Corner Bosloff & uman Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.

District Johannesburg Central (JC): Physical Address: Corner Morola & Chris Hanl road Soweto College pimville Postal Address: P.O. Box 900064, Bertiasham, 2013 Enquiries: Linda Mabutho Tel No: (011) 983-2231,

District Johannesburg East (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko Tel No: (011) 666-9109,

District Johannesburg North (JN): Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi Tel No: (011) 694 9378

District Johannesburg South (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane Tel No: (011) 247-5957

District Johannesburg West (JW): Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta Tel No: (011) 831 5433

District Tshwane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: (012) 543 4313

DISTRICT TSWANE SOUTH (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi Tel No: (012) 401 6363/5

District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451.

Gauteng East (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9 SPRINGS: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717

District Sedibeng East (SE): Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nomathembu Kamuka Tel No: (016) 440-1718

Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.

District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6034

District Sedibeng West (SW): Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Motshwa Tel No: (016) 594 9193.

CLOSING DATE: 26 February 2021

NOTE: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please
accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**OTHER POSTS**

**POST 05/129**

**ASSISTANT DIRECTOR: SPECIAL INVESTIGATION**

**REF NO:** HO2021/02/01

Directorate: Special Investigation

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate recognized three-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Office Administration/Administrative Management plus a minimum of 3 years’ experience in providing secretariat/administrative/office support /special cases at supervisory level. Knowledge of Relevant Prescripts, Public Service Act and Regulations. National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Planning and Organising, Problem Solving. Minutes Taking, Interpersonal and supervisory skills. A valid driver’s license is essential.

**DUTIES**

Provide secretarial support to the special investigations, Directorate. Compile the agenda of meetings and ensure circulation of accompanying memoranda. Compile and disseminate minutes of meetings, discussions and workshops to relevant stakeholders. Co-ordinate meetings including overseeing the logistics, transport arrangements. Draft responses for submission to internal and external stakeholders. Provide support in the development and analyses of special cases reports. Collect and compile information regarding cases that needs to be investigated. Conduct research, analyse and compile complex documents for the Director. Liaise and monitor cases reporting from internal and external stakeholders. Coordinate any special cases enquiries referred to the Directorate. Manage and provide guidance on the implementation and maintenance of the administrative systems and procedures within the Office of the Directorate, Special Investigations. Provide advice and support on the implementation and maintenance of internal filing system for the directorate in terms of the departmental records management prescripts. Provide effective and secure archiving system for the special cases documentation. Monitor the manual and electronic recording of decisions from meetings. Monitor the implementation and maintenance of correspondence tracking system for all cases. Establish, implement and maintain effective processes/ procedures for information and document flow to and from the Directorate. Ensure the safekeeping of all documentation in the Office. Comply with policies, prescripts, and other processes and procedures within the Sub-Directorate. Maintain compliance to policies, prescripts and procedures pertaining to the Directorate. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Directorate matters. Provide policy related advice to the stakeholders. Supervise staff. Allocate and ensure quality of work. Assess staff performance. Co-ordinate the performance agreements.

**ENQUIRIES**

Ms. Lerato Machaka Tel No: (011) 843 6532

**POST 05/130**

**ASSISTANT DIRECTOR: LEARNER ADMISSION SERVICES**

**REF NO:** HO2021/02/02

Directorate: Public Ordinary Schools

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

DUTIES: Coordination of learner admissions systems for all Gauteng Districts and Schools. Plan and design the learner admissions processes in the province. Facilitate the Development and mediation of learner admissions policies and Regulations and Guidelines to ensure implementation of SASA. Maintain a comprehensive database. Develop reports to inform planning for resourcing of schools in line with admissions. Ensure the electronic Development and Advancement of the learner Admissions System. Analysis and interpretation of data sets and results to identify trends. Analyze and interpret learner admission data patterns. Draw up learner admission dashboard to display true data trends. Draw data from the system for reporting. Conduct client surveys to obtain and analyse data to improve quality of the online admission system. Recommend information and procedures/methods to be used for improvement of learner admission process. Collaborate with other Business Units on Learner Admissions related issues. Provide a verbal and written reports to Head Office / District Director / DAT (District Assessment Team), District Based Support Team (DBST) the Chief Education Specialist and Principals on learner admissions proposals and planning. Report on all irregularities/challenges experienced during the learner admission process including admissions. Provide administrative support to Business Units. Identify and attend to Business Units and line functions/Admissions Coordinators with regards to learner admission procedures and processes, registration of schools, re-organization of schools, resourcing of schools and ensuring the development of systems to implement SASA. Coordinate and support the induction and training of Admissions Coordinators, support staff, School principals and Administrators on their roles and responsibilities during the learner admission period. Compile submissions and route to the HoD and MEC for approval. Respond to letters / public queries with regards to online admission applications, re-enrolment and transfers. Supervision of Staff. Allocate duties and quality assure the work of subordinates and Manage staff leave. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES: Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 05/131: ASSISTANT DIRECTOR: SCHOOL ADMINISTRATION SERVICES REF NO: HO2021/02/101
Directorate: Public Ordinary Schools

SALARY: R376 596 per annum

CENTRE: Head Office, Johannesburg


DUTIES: Coordination of all school administration processes e.g. establishment of schools, systems to manage and coordinate admissions stats to inform policy directives, school resourcing to closure of schools. Facilitate review of all public school systems to support school governance and management processes. Gather information from various sources and analyse to identify data trends. Facilitate the Development and mediation of Policies, Regulations, Guidelines and policies to ensure implementation of SASA. Maintain a comprehensive database in collaboration with all relevant line functions. Develop reports to inform planning for resourcing of schools in line with admissions. Draw up dashboards and graphs to display data trends. Draw data from the system for reporting. Conduct client surveys to obtain and analyse data to improve quality of the Public Ordinary Schools systems including SASAMS. Identify and analyze the efficiency and utilization of the online systems and report the results to the management team to refine the business requirements. Recommend information and procedures/methods to be used for improvement
systems and business processes. Stakeholder and Client liaison. Collaborate with other Business Units on related issues (e.g. Information Technology, Circuit Management Team, Support, District Information System Management, Education Planning, Evaluation and Support, etc.). Coordinate consultations with different stakeholders. Provide a verbal and written reports to Head Office / District Director / DAT (District Assessment Team), District Based Support Team (DBST) the Chief Education Specialist and Principals on learner admissions proposals and planning. Submit consolidated statistical reports and narrative reports. Report on all irregularities/challenges experienced during the learner admission process including admissions. Provide administrative support to Business Units. Identify and attend to Business Units and line functions/Admissions Coordinators with regards to learner admission procedures and processes, registration of schools, re-organization of schools, resourcing of schools and ensuring the development of systems to implement SASA. Coordinate and support the induction and training of all District Circuit Management Teams, School principals and Administrators on their roles and responsibilities. Compile submissions and route to the HoD and MEC for approval. Respond to letters / school / district / public queries. Attend to and resolve queries from internal Business Units and the public. Supervision of Staff. Allocate duties and perform quality assure the work of subordinates. Manage staff leave. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES:
Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 05/132
ASSISTANT DIRECTOR: ORGANISATION AND GOVERNANCE REF NO: HO2021/02/03
Directorate: Public Ordinary Schools

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg


DUTIES:
Render administrative support for school governance functions. Compilation of school fees exemption, learner expulsion reports, memos/ letters in response to public queries and requests. Compilation of meeting minutes of school governance meetings. Coordinate BMT/ IDSO and District SLO school visits. Coordinate school governance training programmes. Ensure logistic arrangement for meetings/ workshops. Assist in preparing a quarterly schedule of school governance activities informed by the term deliverables. Compilation of weekly, monthly, quarterly, DBE and other related reports. Coordinate governance activities within the POS sub-directorate and relevant line functions. Develop financial reports, presentations for management and Top Management. Develop and maintain a database of all Governance programmes. Compilation and proof reading of submissions. Drafting of submissions and routing them to the HoD/ MEC for approval. Proof reading of school governance submissions: School fees exemption, Learner expulsion investigations, School resourcing. Tracking of routed submissions pertaining approval of requested functions. Development of School Governance Policies, procedures and guidelines. Participate in the development implement of policies and ensure compliance with the relevant SASA (South African Schools Act) regulatory framework. Liaise with all stakeholders, participate in the development operational strategies, policies and procedures to meet public ordinary school needs. Ensure the implementation of adequate school governance policies and procedures by conduction workshops across all districts. Ensure compliance in terms of procurement procedures. Manage the sub-directorate planning processes, budgeting and procurement. Coordinate submission of procurement requests. Track all RLS01/02 procurement requests. Supervision of Staff, allocate duties and perform quality assure the
work of subordinates. Manage staff leave. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively. Conduct performance reviews.

ENQUIRIES : Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 05/133 : ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO: HO2021/02/05
Directorate: Education Research and Knowledge Management

SALARY : R376 596 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Education Research/Communication/Library and information science/Econometrics plus a minimum of 3 years in research environment experience. Knowledge of statistical analysis such as SPSS or STATA will be an added advantage. Knowledge of the development of graphs. Knowledge of applicable legislation, regulations and policies. Computer literacy (Power point and Excel at an advanced level), Communication skills (Verbal and Written), Report writing and academic writing skills, Interpersonal skills, Research skills, Presentation skills. A valid driver’s license is essential.

DUTIES : Coordination of student and academic research requests. Process research requests from HEI’s. Maintenance of Research Frameworks. Analyze research reports from HEIs to inform GDE policies. Disseminate research findings from HEIs. Conduct and compile desktop research reports and rapid empirical studies in response to GDE research needs. Develop Concept documents. Data collection. Data analysis. Write research reports. Dissemination of Research Outputs. Conduct client’s satisfaction survey on research requests procedures. Document proceedings reports for Summits/Colloquia/Conferences and Round table discussions. Newspaper Content Analysis in relation to GDE research needs. Support Commissioned research projects.

ENQUIRIES : Ms Faith Tshabalala Tel No: (011) 355 0488

POST 05/134 : IT SUPPORT TECHNICIANS (HEAD OFFICE SUPPORT) REF NO: HO2021/02/06 (X2 POSTS)
Directorate: IT Support Services

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Information Technology. /Information Systems/ Computer Science plus a minimum of 1 years’ relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector will be an added advantage and knowledge of ITIL processes will be advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver’s license is essential.

DUTIES : Support the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users, Manage any virus threats. Provide first line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by operating, supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment including all Gauteng school’s users.

ENQUIRIES : Ms. Eva Motshwaedi Tel No: (011) 843 6724.
POST 05/135: IT SUPPORT TECHNICIANS (DISTRICT SUPPORT) REF NO: HO2021/02/07 (X2 POSTS)

Directorate: IT Support Services

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS:
An appropriate recognized year National Diploma/Degree in Information Technology/Information Systems/ Computer Science/Electrical Engineering (Light Current) plus a minimum of 3 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate will be an added advantage. Knowledge of legislative frameworks within the public sector will be an added advantage and knowledge of ITIL processes will be advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.

DUTIES:
Support the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users, Manage any virus threats. Provide first line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by operating, supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment including all Gauteng school’s users.

ENQUIRIES:
Ms. Eva Motshwaedi Tel No: (011) 843 6724

POST 05/136: SENIOR ADMIN OFFICER: OFFICE OF THE DDG REF NO: HO2021/02/08

Office of the DDG: Education Support

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS:
An appropriate recognized 3-year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

DUTIES:
To assist with facilitation of key administrative functions within the Office of the DDG. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the DDG: Education Support in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.

ENQUIRIES:
Ms Thobeka Magwambe Tel No: (011) 355 0520

POST 05/137: SENIOR ADMIN OFFICER REF NO: HO2021/02/105

Directorate: Maintenance

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS:
Interpersonal relations, Presentation, technical and interpersonal skills. People management, report writing, good problem solving and analytical skills. A valid driver’s license is essential.

**DUTIES**

Provide effective administrative support to the maintenance Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit’s meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents and other correspondences into the repository. Maintain the condition of documents. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Business Unit matters. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

**ENQUIRIES**

Ms Ntombentsha Gashe Tel No: (011) 843 6543

**POST 05/138**

SENIOR ADMIN OFFICER: SUBSIDIZED VEHICLE MANAGEMENT REF NO: HO2021/02/10

Direcorate: Auxiliary Services and Fleet Management

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**


**DUTIES**

Implement transport policy within GDE. Administer the Subsidized Motor Vehicles in accordance with Transport policy. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport policy. Administer Subsidized Motor Vehicles are in line with the relevant transport guidelines or policies. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport policy. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Supervise and Render Subsidized Vehicles management services within the Department. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Administer the cost-effective utilization of subsidized vehicles is eliminated and in order to reduce fruitless and wasteful expenditure. Prepare monthly/ quarterly reports subsidized vehicles. Administer Subsidized Vehicles accidents, Damaged, stolen and loss of vehicle within the GDE. Conduct preliminary investigation on fraudulent claims. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Supervise Staff. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.
ENQUIRIES: Ms. Monica Sampson Tel No: (011) 355 1521

POST 05/139

SENIOR ADMIN OFFICER: GG VEHICLES MANAGEMENT REF NO: HO2021/02/11 (X2 POSTS)

Directorate: Auxiliary Services and Fleet Management

SALARY: R316 791 per annum

CENTRE: Head Office, Johannesburg


DUTIES: Supervise and Render g-Fleet administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4 of 2000. Administer g-Fleet vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles are inducted on vehicle policies. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies. Prepare submissions, letters and internal memorandums.

ENQUIRIES: Ms. Monica Sampson Tel No: (011) 355 1521

POST 05/140

SENIOR PROVISIONING OFFICER: AUXILIARY SUPPORT SERVICES REF NO: HO2021/02/12

Directorate: Auxiliary Services and Fleet Management

SALARY: R316 791 per annum

CENTRE: Head Office, Johannesburg


DUTIES: Provide effective administrative support to the Business Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during
compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Ensure the delivery, distribution and storage of goods ordered and ensure stock taking of consumables inventories on monthly basis takes place. Ensure the provision of the cleaning and general assistance services within the GDE. Ensure Compliance to Occupational Health and Safety Policy and Procedure. Provide cleaning materials and equipment’s to all cleaners. Conduct regular cleaning inspection within the GDE. Compile monthly reports. Provide Driver, messenger and Photocopier services within GDE. Manage performance of messenger/photocopier functions. Ensure maintenance of a Logbook for the allocated vehicle. Ensure the Implement of Auxiliary support service policy within GDE. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Participate in the development and review of the uniform and protective clothing policy. Supervise staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Administer HR processes within the Business Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, policies etc.

ENQUIRIES: Ms. Monica Sampson Tel No: (011) 355 1521

POST 05/141: SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT AND ADMINISTRATION REF NO: HO2021/02/13
Directorate: Procurement

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg


DUTIES: Render SCM Contract Management services. Participate in the development and implementation of procurement related Service Level Agreements in the department. Check that extended contracts are in line with the captured approved budget and are within term. Facilitate the implementation of contracts according to the approved budgetary / monetary value. Assist in monitoring departmental contracts and providing advice to management and end users, of contracts that are going to expire in order to avoid fruitless and wasteful expenditure. Partake in the development and maintenance of a contract register. Facilitate signing of award letter(s) by contractor by arranging an award meeting in consultation with Line Managers. Participate in the development and implementation of monitoring tools to ensure that contract obligations are met. Deal with non-performance and deviations according to due processes, in consultation with the Legal Services unit. Assist in reporting all incidents of non-performance and deviations to the Provincial Treasury timeously. Provide effective administrative support to the Business Unit. Administer HR processes within the Business Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, polices etc. Compiling correspondence, reports, presentations and other written material for the Business Unit. Allocate tasks accordingly, provide guidance and support to subordinates where necessary. Manage leave of subordinates. Review the performance of subordinates on a regular basis and develop training and development measures to improve performance according to PMDS guideline.

ENQUIRIES: Mr. Hendrik Jaarsb Tel No: (011) 355 1176

POST 05/142: PRACTITIONER: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT. REF NO: HO2021/02/14
Directorate: Organisation Development

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg
**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/ Degree in Management Services/ Production or Operations Management with a minimum of 1 year’ relevant experience in Job Design, Business Process Re-engineering and Job Evaluation environment. Knowledge of Public Service Regulation, Job Evaluation and Job Description prescripts, Business process management (IDEFO/ VISIO/ BIZAGi Modelling) and Evaluate System. Skills: Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written communication skills, presentation and facilitation skills. A valid driver’s license is essential.

**DUTIES**

Coordinate and facilitate the development of job descriptions. Participate in the development and review of job description guidelines and templates. Coordinate and facilitate job evaluation within the department. Identify and prioritize posts to be subjected for job evaluation. Develop and map business processes for the department. Facilitate identification and prioritization of business processes to be developed within all business units. Development of standard operating procedures for all mapped business process within all business units. Coordinate and facilitate the development of the organizations Service Delivery Model. Provide administrative and logistical support to the Sub-Directorate.

**ENQUIRIES**

Ms. Ngwanelesetja Phoshoko Tel No: (011) 843 6884

**POST 05/143**

SENIOR ADMIN OFFICER REF NO: HO2021/02/15

Directorate: HRTS (Johannesburg Cluster)

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 2 - 3 years’ experience in administration, financial administration, supply chain management, records management, and assets management. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and Financial and SCM Prescripts, Knowledge of PERSAL and BAS and SAP. Batho Pele principles and other relevant Prescripts governing Public Service. Advanced Computer literacy. Communication Skills, Project Management, Interpersonal relations, presentation, people management, report writing, good problem solving, analytical and supervisory skills. A valid driver’s license is essential.

**DUTIES**

Provide effective administrative support to the Business Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Administer HR processes within the Business Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, polices etc. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit’s meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents and other correspondences into the repository. Maintain the condition of documents. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Business Unit matters. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

**ENQUIRIES**

Ms. Simphiwe Nkosi Tel No: (011) 843 6612.
POST 05/144: SENIOR STATE ACCOUNTANT  REF NO: HO2021/02/16 (X6 POSTS)

Directorate: Management Accounting

SALARY: R316 791 per annum

CENTRE: Head Office, Johannesburg


DUTIES: Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matlotlo reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matlotlo Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.

ENQUIRIES: Ms. Matshidiso Kobe Tel No: (011) 355 0303

POST 05/145: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE  REF NO: HO2021/02/17

Directorate: Transversal Human Resource Services

SALARY: R316 791 per annum

CENTRE: Head Office

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 2-3 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: To provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal. Facilitate the processing of home owners allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on
Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES
Mr. Moses Khangala Tel No: (011) 843 6822

POST 05/146
CHIEF PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE FOR ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2021/02/18
Sub-Directorate: Transversal Human Resource Services

SALARY
R316 791 per annum

CENTRE
Head Office

REQUIREMENTS

DUTIES
To ensure effective and efficient management of PILIR. Oversee and management of employees under his/her supervision (PMDS, Leave, conflict, resources; etc.) and their day-to-day functions. Quality check PILIR applications, assessment outcome reports, outcome letters; etc. Generate all PILIR reports on weekly; monthly; quarterly and annually. Analyse assessment reports from the Health Risk Manager (HRM) and all other PILIR reports. Strict adherence to time frames. Update and monitor the tracking grid. Reconcile and analyse data. Attend to all PILIR queries. Organize and facilitate PILIR trainings/workshops/information sharing sessions. Compile all PILIR submissions and memos. Attend all PILIR stakeholder meetings. Provide support and visit to the Districts, schools, clients, and Head Office. Approve accurately captured PILIR (Policy on Incapacity Leave for Ill Health Retirement) transactions on PERSAL. Analyse departmental PILIR, guidelines, strategy, and Human Resource procedure manuals to identify gaps. Participate in the development of methodologies, policies, procedures manual consistent with best practices relating to PILIR. Ensure implementation of approved PILIR policy, guidelines, strategy and HR procedure manuals in the Department. Create awareness on the PILIR processes and Procedures. By conducting workshops; interpreting and explaining the PILIR policies and procedures to the Departmental personnel. Ensure effective Management of Record system for safekeeping. Analyse Health Risk Manager’ outcome reports to ensure correct implementation of PILIR outcomes on PERSAL. Monitor the implementation of PILIR outcomes on Persal. Ensure that the Long/ Temporary Incapacity leave by employees are subjected to Independent Medical Assessment in determining whether to reduce /continue Incapacity leave. Ensure provision of monthly, quarterly and annual reports on the implementation of PILIR. Quality Assure and ensure timeous submission/ retrieval of PILIR (Policy on Incapacity Leave for Ill Health Retirement) Applications. Ensure efficiency on Client and Stakeholders on PILIR (Policy on Incapacity Leave for Ill Health Retirement) matters. Ensure that applications are processed within the agreed timelines as per the Service Level Agreement (SLA). Ensure submission of accurate PILIR reports by Health Risk Manager. Ensure the signing of PILIR Outcome Letters from the Health Risk Manager. Draft and compile submissions for captured applications to the Health Risk Manager for assessment. Ensure that payment of services rendered by the Health Risk Manager is processed within 30 working days,
Quality assure Applications, Independent Medical Assessments) Supervision and Development of staff System (performance development plans, job descriptions and performance agreement).

ENQUIRIES: Ms. Mmakoma Mathabatha Tel No: (011) 843 6563

POST 05/147: INTERNAL CONTROL OFFICER REF NO: HO2021/02/19 (X3 POSTS)
Directorate: Internal Control

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg

DUTIES: Coordinate the monitoring of financial compliance. Review records in order to verify that the department has complied with all relevant legislative prescripts. Record findings and follow-up with the relevant units so that issues can be verified. Provide recommendations on irregularities and non-compliance issues. Monitor the implementation of compliance controls. Act as an independent reviewer to ensure that compliance issues within the department are evaluated, investigated and resolved. Ensure compliance within the department by implementing the compliance risk management and monitoring plan. Coordinate internal and external audits. Gather and consolidate responses from relevant units with respect to audit requests. Provide support with regard to the audit processes. Maintain the Asset loss register. Verify and ensure that Asset Loss Forms (GDE 73) are fully completed. View and Extract lost or damaged asset information from BAUD asset management system (Asset management system). Identify the nature of loss /damage (negligence, burglary or fire) and prepare a report/submission on a quarterly/annual basis. Investigate and conduct site visits on internal asset loss cases and provide reports associated with these. Implement policies and procedures on asset losses and Monitor compliance against the Asset Loss policy. Maintain the asset loss database. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Verify lost /damaged assets on the BAUD system. Liaise with the asset management unit on assets reported to be stolen or damaged. Review and compare the RAAAA location and Asset loss register. Ensure effective and efficient management of administrative duties within the component. Arrange a meeting and attend to all logistical preparations. Draft the agenda for the meeting. Compile minutes for meetings. File all documents. Draft submissions, letters and internal memorandums.

ENQUIRIES: Ms. Unity Zambane Tel No: (011) 355 0268

POST 05/148: SENIOR ADMIN OFFICER REF NO: HO2021/02/20
Directorate: Asset Management

SALARY: R316 791 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate three-year Diploma/Degree in Financial Management/Internal Auditing/Business management/supply chain management plus a minimum of 2-3 years’ experience in rendering support to asset management. Knowledge of warehouse policies and systems, working of the relevant Acts prescripts regulation, procedure pertaining to general administration such as finance, asset management and human resource management. Sound Knowledge on the operation and utilisation of the binding machine, Dictaphones, computer, printer, photocopy, fax machine data video projections. Must have communication skill, computer literate, interpersonal skills, language skills, report writing and problem-solving skills. A valid Drivers’ Licence is essential.

DUTIES: Participate in the efficient running of the warehouse. Oversee the delivery of furniture and other stores to the institutions, districts and head office, Deal with all aspects of stock taking for all furniture and other stores. Ensure the maintenance of the warehouse inventory. Deal with the disposal of the redundant stock and other stores. Execution of asset control inspections. Implement warehouse policies and procedure manuals. Provide advice to
stakeholders on related matters. Provide Administrative support services for the sub-directorate. Maintain the effective flow of information and documents to and from the sub-directorate. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff. Supervise and identify performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plans, performance development plans, job descriptions and performance agreement of staff. Ensure staff is kept abreast of all new prescripts and policies. Implement and maintain administrative systems and procedures for the sub-directorate in terms of the departmental filling system prescripts. Ensure maintenance of the filling system for the sub-directorate and the tracking system for office correspondence from and to the sub-directorate. Follow up systems of the sub-directorate for the implementations of the recommendations and resolutions emanating from meetings. Oversee the delivery of furniture and equipment as well as start-up kit for the newly build schools. Receive, store and distribute furniture and equipment as well as start-up kit to newly build schools.

ENQUIRIES

Mr Stephen Shole Tel No: (011) 355 0173

POST 05/149

SENIOR ADMIN OFFICER: TRANSPORT

REF NO: JW2021/02/21

Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY

R316 791 per annum

CENTRE

Johannesburg West District

REQUIREMENTS


DUTIES

Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government
owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)

POST 05/150
CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: TN2021/02/22
Sub-Directorate: Transversal Human Resource Services
Unit: Conditions of Service

SALARY:
R316 791 per annum

CENTRE:
Tshwane North District

REQUIREMENTS:
An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Public Administration plus a minimum of 2-3 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations. Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver’s license.

DUTIES:
To provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal. Facilitate the processing of home owners allowance, resettlement, relocation, overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES
TN District: Ms. Rejoice Manamela Tel No: (012) 543 4313

POST 05/151
SENIOR PERSONNEL PRACTITIONER (X2 POSTS)
Sub Directorate: Dispute Management

SALARY:
R316 791 per annum

CENTRE:
Johannesburg West District Ref No: JW2021/02/23
Gauteng West District Ref No: GW2021/02/24

REQUIREMENTS:

DUTIES:
Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary
hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution of grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELCR. Ensure the implementation of the awards. Provide training and advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advise on Labour Relations matters.

ENQUIRIES
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

POST 05/152
SENIOR ADMIN OFFICER; TRANSPORT AND NUTRITION (X2 POSTS)
Sub Directorate: Education Support

SALARY: R316 791 per annum
CENTRE: Johannesburg North District: Ref No: JN2021/02/25
Johannesburg West District: Ref No: JW2021/02/26

REQUIREMENTS: An appropriate recognized three- year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus a minimum of 2 - 3 years’ experience in providing administration/office support in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver’s license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

DUTIES: Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling of documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

ENQUIRIES: Ms N Mashazi Tel No: (011) 694 9321 (JN)
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)

POST 05/153
SENIOR ADMIN OFFICER; OFFICE SERVICE POOL (X4 POSTS)
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY: R316 791 per annum
CENTRE: Johannesburg East District: Ref No: JE2021/02/27
Johannesburg Central District: Ref No: JC2021/02/28
Ekurhuleni South District Ref No: ES2021/02/29
Ekurhuleni North District Ref No: EN2021/02/30

REQUIREMENTS: An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management/ Records and Archives Management plus a minimum of 2 - 3 years’ relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Applicant must have knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. Applicant must be in a possession of a South African valid driver’s license.
**DUTIES:**
Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Center. Ensure proper maintenance of the District Office and Teacher Center. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopyer) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment’s are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

**ENQUIRIES:**
Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
Mr Linda Mabutho Tel No: (011) 983 2231 (JC)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
Ms Emily Mochela Tel No. (011) 746 8190 (EN)

**POST 05/154:**
**SENIOR STATE ACCOUNTANT (X3 POSTS)**
Sub Directorate: Finance & Administration
Unit: Finance Management

**SALARY:**
R 316 791 per annum

**CENTRE:**
Johannesburg West District Ref No: JW2021/02/31
Tshwane South District Ref No: TS2021/02/32
Ekurhuleni South Ref No: ES2021/02/33

**REQUIREMENTS:**
An appropriate recognised 3-year National Diploma/Degree in Financial Management/Accounting and Cost and Management Accounting and Public Finance plus a minimum of 1 year’s experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES:**
Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01’s from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01’s are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the
unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES
: Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
  Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)
  Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)

POST 05/155
: SENIOR ADMIN OFFICER (X2 POSTS)
  Sub Directorate: Examinations & Administration

SALARY
: R316 791 per annum

CENTRE
: Sedibeng East District Ref No: SE2021/02/34
  Johannesburg South District Ref No: JS2021/02/72

REQUIREMENTS
: An appropriate recognized 3-year National Diploma/Degree in Public Administration/Public Management plus a minimum of 2-3 years’ relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. Applicant must be in a possession of a South African valid driver’s license.

DUTIES
: Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark/recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assure registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes. Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.

ENQUIRIES
: Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)
  Mr Patrick Sesane Tel No: (011) 247 5944 (JS)

POST 05/156
: SENIOR PROVISIONING ADMIN OFFICER (X5 POSTS)
  Sub Directorate: Finance and Administration
  Unit: Provisioning and Administration for Institutions

SALARY
: R316 791 per annum

CENTRE
: Johannesburg West District Ref No: JW2021/02/36
  Johannesburg North District Ref No: JN2021/02/37
  Johannesburg East District Ref No: JE2021/02/38
  Tshwane North District Ref No: TN2021/02/39
  Tshwane South District Ref No: TS2021/02/40

REQUIREMENTS

DUTIES
: Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and
Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES:  Mr Lizwe Jafta Tel No: (011) 631 5433 (JW)
Ms N Mashazi Tel No: (011) 694 9321 (JN)
Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
Ms R Manamela Tel No: (012) 543 4313 (TN)
Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)

POST 05/157: SENIOR PROVISIONING ADMIN OFFICER (X2 POSTS)
Sub Directorate: Finance & Administration
Section: Office Service Pool

SALARY: R316 791 per annum
CENTRE: Sedibeng East District: Ref No: SE2021/02/41
Ekurhuleni North District: Ref No: EN2021/02/42


DUTIES: Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01’s and compare them to the Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01’s and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and Service that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

ENQUIRIES: Ms Nomathemba Xawuka Tel No: (016) 440 1718 (SE)
Ms Emily Mochela Tel No: (011) 746 8190 (EN)
POST 05/158  :  CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (X19 POSTS)
Sub Directorate: Transversal Human Resource Services
Unit: Human Resource Provisioning

SALARY :  R316 791 per annum
CENTRE :  Johannesburg North District: Ref No: JN2021/02/44 (X2 Posts)
          Johannesburg South District: Ref No: JS2021/02/45
          Johannesburg East District: Ref No: JE2021/02/46 (X2 Posts)
          Johannesburg Central District: Ref No: JC2021/02/47 (X3 Posts)
          Gauteng North District Ref No: GN2021/02/48
          Tshwane North District Ref No: TN2021/02/49
          Tshwane West District Ref No: TW2021/02/50
          Tshwane South District: Ref No: TS2021/02/51 (X4 Posts)
          Ekurhuleni South Ref No: ES2021/02/52
          Sedibeng West District: Ref No: SW2021/02/53
          Ekurhuleni North District: Ref No: EN2021/02/54 (X2 Posts)
          Sedibeng East District: Ref No: SE2021/02/55


DUTIES :  Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79/HR1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.

ENQUIRIES :  Ms N Mashazi Tel No: (011) 694 9321 (JN)
            Mr Patrick Sesane Tel No: (011) 247 5944 (JS)
            Mr Linda Mabutho Tel No: (011) 983 2231 (JC)
            Mr. L.A. Phaswana Tel No: (012) 846 3641 (GN)
            Ms. Rejoice Manamela Tel No: (012) 543 4313 (TN)
            Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)
            Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)
            Ms B Mlotshwa Tel No: (016) 594 9207 (SW)
            Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
            Ms Emily Mochela Tel No. (011) 746 8190 (EN)
            Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)
POST 05/159  : SENIOR PERSONNEL PRACTITIONER: PERFORMANCE & DEVELOPMENT (X6 POSTS)  
Sub Directorate: THRS  
Unit: PMDS  

SALARY  : R316 791 per annum  
CENTRE  :
- Johannesburg North District Ref No: JN2021/02/56  
- Tshwane West District Ref No: TW2021/02/57  
- Ekurhuleni South District Ref No: ES2021/02/58  
- Sedibeng West District Ref No: SW2021/02/59  
- Sedibeng East District Ref No: SE2021/02/60  
- Johannesburg East District Ref No: JE2021/02/77  

REQUIREMENTS  :  

DUTIES  :  
- Co-ordinate the implementation of Performance Management and Development System Policy. Implement systems for the development of personnel with regard to skills development processes. Coordinate employee performance contracting process. Coordinate employee performance review process. Perform quality assurance on the PMDS documentation from the Business Units. Facilitate payment of performance bonuses for employees in the District and Institutions. Co-ordinate Training and Development of all staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team (DSTC) in addressing staff training needs. Collate data from PS and SIP (school based), UIP (office based), CS (office based) performance agreement contracts for their development and training. Facilitate the sourcing of training of service providers (three quotations) and attach completed RSL01 to procurement. Support the implementation, coordination and management of the GDE AET Programmes and training sessions. Provide inputs to the development of workplace skills plan. Collect Training registers from training facilitators. Capture information on the approved WSP template and populate Workplace Skills Plan (WSP) Annual Training Reports for reporting to the relevant SETA's. Consolidate costing of identified training programmes against allocated training budget. Maintain skills database. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship programmes. Facilitate the orientation and induction programmes for new Learners and Interns. Participate in internship, experiential learning and Work Integrated Learning (WIL) programs aimed at assisting unemployed youth to gain workplace experience. Co-ordinate the implementation of employee wellness programmes. Identify wellness programmes for GDE staff within the District. Facilitate wellness programmes, project and interventions and ensure attendance by staff. Analyze GDE wellness needs and identify cases that need referral. Provide wellness support in line with the GDE policy and strategies. Provide administrative support services for the Business Unit. Draft memos inviting/ requesting participants to attend training. Draft and submit training plans to relevant stakeholders and PMD. Provide input to the Human Resource Development plan. Perform data capturing and effective record keeping in the Unit. Coordinate CIP projects for newly appointment employees.

ENQUIRIES  :
- Ms N Mashazi Tel No: (011) 694 9321 (JN)  
- Ms P Ravele Tel No: (012) 725 1451 (TW)  
- Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)  
- Ms B Mlotshwa Tel No: (016) 594 9207(SW)  
- Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)  
- Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
POST 05/160

SENIOR ADMIN OFFICER (X3 POSTS)
Sub-Directorate: (Finance & Administration)
Unit: Provisioning and Administration for Institutions

SALARY : R316 791 per annum (plus benefits)
CENTRE : Gauteng West District Ref No: GW2021/02/61
Tshwane North District Ref No: TN2021/02/62
Gauteng East District Ref No: GE2021/02/63


DUTIES : Provide effective administrative support to the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, polices Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide supervision to personnel in the Business Unit, Allocate and ensure quality of work.

ENQUIRIES : Ms L Dhlamini, Tel No: (011) 660 4581 (GW)
Ms R Manamela Tel No: (012) 543 4313 (TN)
Mr Mpho Leotlela Tel No: 011 736 0717 (GE)

POST 05/161

CHIEF ADMIN CLERK: ORDER PROCESSING. REF NO: HO2021/02/64
Directorate: Procurement

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant experience in Supply Chain Management. Knowledge of Procurement Policies and Procedures, National Treasury Regulations, Public Finance Management Act. Good communications skills (verbal and written); Computer literacy, Planning and Organizing. A valid driver’s license is essential.

DUTIES : Supervise and render order processing clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render administrative services to ensure effective and efficient office operations. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Verify that correct specification has been captured on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive order processing documents. Supervise and undertake logistical support services. Check, place and verify orders for goods. Verify that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Supervise human resources. Allocate work and ensure the quality thereof. Assess employee performance.

ENQUIRIES : Ms. Barbara Morulane Tel No: (011) 355 1092
POST 05/162: SENIOR LIBRARIAN (X2 POSTS)
Sub-Directorate: Curriculum Management & Delivery

SALARY: R257 508 per annum
CENTRE: Gauteng West District Ref No: GW2021/02/65
Tshwane North District: Ref No: TN2021/02/66

REQUIREMENTS:
An appropriate recognized 3-year National Diploma/Degree in Library Science or Information Science plus a minimum of 3 years’ relevant experience in the library related environment. Experience should include cataloguing knowledge, polygon library system and In-house protocols. In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure, facilitation & training skills. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid driver's license.

DUTIES:
Compare selections with card catalogue/ electronic records. Review material from the publisher catalogues and various database. Classify and catalogue library material. Capture newly acquired library material on the system. Analyse and sort library materials according to the applicable library system. Maintain online authority files. Render reference and information services. Monitor the circulation of library services, handle interlibrary loans and trace bibliographic records. Market and promote Library Services. Facilitate current awareness programme/events and conduct orientation on library services. Facilitate the provision of library and information management systems. Oversee information system, internet and maintenance contracts. Manage resources allocated, ensure that staff are assessed in line with the performance management system and monitor utilization of library equipment's.

ENQUIRIES:
GW District: Ms Louisa Dhlamini, Tel No: (011) 660 4581
TN District: Ms R Manamela Tel No: (012) 543 4313

POST 05/163: HR PRACTITIONER (OHS): EMPLOYEE HEALTH & WELLNESS MANAGEMENT REF NO: HO2021/02/67
Directorate: Performance Management and Development

SALARY: R257 508 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS:

DUTIES:

ENQUIRIES:
Ms. Motshedisi Ramohloki Tel No: (011) 843 6656

POST 05/164: CHIEF ADMIN CLERK: G-FLEET MANAGEMENT REF NO: HO2021/02/68 (X2 POSTS)
Directorate: Auxiliary Services and Fleet Management

SALARY: R257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ experience in Transport Management. Knowledge of PFMA, National Transport Circulars, Public Service Act and Regulations, Supply Chain Management Policy, electronic Log sheet System. Computer literacy, Communication skills, Report writing skills, Interpersonal skills, Problem Solving, Planning and Organizing skills. A valid driver’s license is essential.

DUTIES : Render g-Fleet vehicle administration services within the Department. Administer the cost-effective utilization of government-owned fleet, eliminate and reduce fruitless expenditure. Administer the issuing of g-Fleet vehicles in GDE. Maintain g-Fleet vehicles asset register. Facilitate the requisition of vehicles for special. Implement transport policy within GDE. Render the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Administer requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4 of 2000. Administer g-Fleet vehicles in line with the relevant transport guidelines or policies. Implement the cost-control measures in line with the PFMA. Administer g-Fleet Vehicles accident, damaged, stolen and loss of vehicle within the GDE. Submit accident/damaged/stolen vehicles reports to the service provider and complete relevant register. Report alleged misuse and abuse of g Fleet vehicles. Assess driver’s skills of all users of government owned vehicles within GDE. Supervise Staff. Compile and submit work plan, performance development plan, and job description.

ENQUIRIES : Ms Monica Sampson Tel No: (011) 355 1521

POST 05/165 : PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2021/02/69
Directorate: HRTS

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years’ experience as a Personnel Officer in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver’s license is essential.

DUTIES : Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on Persal. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.
ENQUIRIES : Ms Mmakoma Mathabatha Tel No: (011) 843 6563

POST 05/166 : PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: HO2021/02/70 (X2 POSTS)
Directorate: HRTS

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years' experience in an HR working environment. Knowledge of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Home owners’ allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assure the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES : Mr Moses Khangala Tel No: (011) 843 6822

POST 05/167 : PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (HEAD OFFICE) REF NO: HO2021/02/71
Directorate: Recruitment & Selection

SALARY : R257 508 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Human Resource plus a minimum of 1-2 years’ relevant experience in the HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver’s license is essential.

DUTIES : To provide effective and efficient recruitment. Assist in the implementation of the GDE’s recruitment, selection, retention and placement strategies. Assist in the provisioning of administration services for all response handling, recruitment, selection, appointments, transfers, placement and retention of staff. Provide support in the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Assist in advising various stakeholders on matters related to response handling, recruitment, selection,
appointments, movements, placement and retention of staff. Facilitate compliance, background and reference checks.

ENQUIRIES : Ms. Lerato Machaka Tel No: (011) 843 6532

POST 05/168 : CHIEF ADMIN CLERK REF NO: HO2021/02/73
Directorate: Maintenance

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ experience in the administrative or clerical support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel), Planning, organising and supervisory skills. Ability to work under pressure, work independently and meet deadlines. A valid driver’s license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Liaise with service providers regarding payments. Keep record of captured invoices and payments. Prepare RLS01 and facilitate RLS02 for processing. Ensure the information is captured correctly. Supervise human resources/staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES : Ms Ntombentsha Gashe Tel No: (011) 843 6543

POST 05/169 : CHIEF ADMINISTRATION CLERK: PROPERTY MANAGEMENT REF NO: HO2021/02/74 (X2 POSTS)
Directorate: Infrastructure Planning and Property Management

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg

DUTIES : Keep and update property register of GDE. Prepare requests for permission to occupy (PTO) to municipalities or developers. Assist in acquisition of properties and contract management of leases. Provide property information as may be required in Strategic Briefs, Business Cases or Project list like erf/portion numbers, their sizes, zoning or ownership. Confirm GDE properties using various spatial information systems like Windeed, municipalities GIS, lapsis, 1map, etc. Assist the sub-directorate in dealing with illegal occupation of GDE properties. Contribute to a credible Infrastructure Asset Management Plan (I-AMP) from property point of view by providing list of Section 14 schools, Schools that are still to be transferred to GPG from municipalities, vacant sites, etc as drawn from the GDE register. Perform general property management duties. Perform any other administrative duties that might be assigned.
ENQUIRIES : Ms Ntombentsha Gashe Tel No: (011) 843 6543

POST 05/170 : PERSONAL ASSISTANT REF NO: JW2021/02/75
Office of the District Director

SALARY : R257 508 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus Secretarial/Office Management certificate/Diploma with minimum of 3 years’ experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal), Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director’s budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433

POST 05/171 : CHIEF REGISTRY CLERK REF NO: JW2021/02/76
Sub Directorate: Auxiliary Services
Unit: Office Service Pool

SALARY : R257 508 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver’s license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Mr Lizwe Jafta Tel No: (011) 831 5433

POST 05/172 : CHIEF ADMIN CLERK
Sub Directorate: Finance & Administration

SALARY : R257 508 per annum
CENTRE : Johannesburg North District Ref No: JN2021/02/79
Sedibeng West District Ref No: SW2021/02/87
REQUIREMENTS : Grade 12 certificates plus a minimum of 3-5 years’ relevant experience in Administrative Support. Experience in Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.
DUTIES

Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES

Ms N Mashazi Tel No: (011) 694 9321 (JN)
Ms B Mlotshwa Tel No: (016) 594 9207 (SW)

POST 05/173

CHIEF ADMIN CLERK (X3 POSTS)
Sub Directorate: Education Support
Sub Directorate: Circuit Team Management

SALARY

R257 508 per annum

CENTRE

Johannesburg South District Ref No: JS2021/02/80
Tshwane West District Ref No: TW2021/02/81
Gauteng North District Ref No: GN2021/02/82

REQUIREMENTS

Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support. Experience in Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES

Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES

Mr Patrick Sesane Tel No: (011) 247 5944 (JS)
Ms P Ravele Tel No: (012) 725 145 (TW)
Mr. L.A. Phaswana Tel No: (012) 846 3641 (GN)

POST 05/174

CHIEF ADMIN CLERK REF NO: TN2021/02/83
Sub-Directorate: Curriculum Management and Delivery

SALARY

R257 508 per annum

CENTRE

Tshwane North District
REQUIREMENTS: Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support or Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES: Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: TN District: Ms R Manamela Tel No: (012) 543 4313

POST 05/175: CHIEF ADMIN CLERK REF NO: GN2021/02/84
Sub-Directorate: Information System & Strategic Planning
SALARY: R257 508 per annum
CENTRE: Gauteng North District

REQUIREMENTS: Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support or Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES: Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: GN District: Mr LA Phaswana Tel No: (012) 846 3641

POST 05/176: CHIEF PROVISIONING ADMIN CLERK (X2 POSTS)
Sub Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions
SALARY: R257 508 per annum
CENTRE: Johannesburg West District Ref No: JW2021/02/88
Sedibeng East District Ref No: SE2021/02/89

**REQUIREMENTS:**
Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver’s license will be an added advantage.

**DUTIES:**
Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

**ENQUIRIES:**
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)

**POST 05/177:**
PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (X15 POSTS)
Sub Directorate: Transversal Human Resource Services

**SALARY:**
R257 508 per annum

**CENTRE:**
Sedibeng West District: Ref No: SW2021/02/90
Sedibeng East District: Ref No: SE2021/02/91
Ekurhuleni South District: Ref No: ES2021/02/92
Johannesburg North District: Ref No: JN2021/02/93
Johannesburg South District: Ref No: JS2021/02/94
Johannesburg East District: Ref No: JE2021/02/95
Johannesburg West District: Ref No: JW2021/02/96
Tshwane South District: Ref No: TS2021/02/97 (X2 Posts)
Gauteng West District: Ref No: GW2021/02/98 (X3 Posts)
Gauteng North District: Ref No: GN2021/02/99
Tshwane North District: Ref No: TN2021/02/100 (X2 Posts)

**REQUIREMENTS:**
An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES:**
Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Condition of Services. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt

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**Enquiries**
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
Ms Nomathemba Xawuka Tel No: (016) 4401718 (SE)

**Post 05/177**
Principal Personnel Officer: Conditions of Service (X15 Posts)
Sub Directorate: Transversal Human Resource Services

**Salary**
R257 508 per annum

**Centre**
Sedibeng West District: Ref No: SW2021/02/90
Sedibeng East District: Ref No: SE2021/02/91
Ekurhuleni South District: Ref No: ES2021/02/92
Johannesburg North District: Ref No: JN2021/02/93
Johannesburg South District: Ref No: JS2021/02/94
Johannesburg East District: Ref No: JE2021/02/95
Johannesburg West District: Ref No: JW2021/02/96
Tshwane South District: Ref No: TS2021/02/97 (X2 Posts)
Gauteng West District: Ref No: GW2021/02/98 (X3 Posts)
Gauteng North District: Ref No: GN2021/02/99
Tshwane North District: Ref No: TN2021/02/100 (X2 Posts)

**Requirements**
An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/Public Administration plus a minimum of 1-2 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver’s license.

**Duties**
Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Condition of Services. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt
management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Quality assure captured termination transaction on Persal. Advise GDF on debt not captured on Persal. Quality assure the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on the appointment, leave, exit and another transversal HR needs from the district/client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Handle all HR administration queries.

ENQUIRIES:
Ms B Mlotshwa Tel No: (016) 594 9207 (SW)
Ms Nomathemba Xawuka Tel No: (016) 440 1718 (SE)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
Ms N Mashazi Tel No: (011) 694 9321 (JN)
Mr Patrick Sesane Tel No: (011) 247 5944 (JS)
Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
Mr Thabiso Mphosi Tel No: (012) 401 6363 (TS)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)
Mr LA Phaswana Tel No: (012) 846 3641 (TN)

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that post of: Assistant Manager Nursing: Area (For Pretoria West District Hospital) with Ref No: PWH/AMN/02/21 advertised in Public Service Vacancy Circular 02 dated 22 January 2021 with a closing date of 05 February 2021. The following Requirement is removed: The experience in managing the casualty or OPD will be an added advantage, and the following competencies are added: Competencies: Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Understanding of performance management development system & strategic planning. Knowledge of PFMA, Quality Assurance and management of workplace discipline. Understanding of Nursing Legislation and Health Act and related legal and ethical nursing practice. Ability to direct multi-disciplinary team to ensure good nursing care at ward level. Able to manage own work and that of units reporting to the post, and ensure appropriate interventions to enhance nursing services. Ensuring that Batho Pele Principles are adhered to. Manage information according to the requirements of the facility. The closing date has been extended to the 26 February 2021.

OTHER POSTS

POST 05/178: MEDICAL SPECIALIST REFS NO: SBAH 12/2021
Department - Medical Oncology

SALARY: R1 106 040 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Appropriate qualification that allows Specialist registration with HPCSA as Specialist Medical Physicians and Medical officers. Willingness to do clinical research.
DUTIES: Ward rounds, Outpatient Clinics, Clinical training, and Small group’s tutorials lectures. Must participate in Clinical Research.
ENQUIRIES: Dr. R.M Khanyile Tel No: (012) 354 1054
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The Gauteng Department of Health is guided by the
principles of employment equity thereof all the appointments will be made in accordance with the employment equity target of the Department. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 05 March 2021

POST 05/179 : MANAGER NURSING: PNA-9 HOSPITAL REF NO: REFS/007879 (X1 POST)

Directorate: Nursing Practice (CETU, Nursing Personnel & Night Duty)

SALARY : R949 482 – R1 068 666 per annum (plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS :
Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and Nursing Administration obtained from a recognized Institution. Registration with the South African Nursing Council for the current year attached. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level (Assistant Manager Nursing and above). Proof of Service Record to be attached. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Valid Driver’s Licence to be attached. Competencies: Computer literacy (Ms Word, Ms Excel, PowerPoint). Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Must be able to work under pressure. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving- and interventional skills.

DUTIES :
Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education and In-service Education and compliance to nursing practice. Ability to conduct and prepare training and presentations. Ensure advocacy for the patients, nursing ethos and professionalism Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Realization of ideal hospital. Attend meetings and training as approved by senior manager. Management of personnel performance.

ENQUIRIES : Mrs FF Mafisa Tel No: (012) 529 3873

APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Applications must be submitted with: a signed and dated Z83 form; CV; certified copies of ID, Qualification. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE : 26 February 2021
ASSISTANT MANAGER REF NO: MSD2021/0201

Directorate: Pharmaceutical Services

SALARY: R879 936 – R1 042 095 per annum (All inclusive remunerative package)

CENTRE: Medical Supplies Depot

REQUIREMENTS:
Matric/Senior certificate /Grade 12 certificate. National Diploma/Bachelor’s Degree in Pharmacy. Current registration as a Pharmacist with the S.A. Pharmacy Council and at least 10 years’ experience after registration with the SAPC as a pharmacist. Proof of current payment must be attached. Proven pharmaceutical services managerial or supervisory experience of more than 5 years. More than one-year experience in the pharmacy warehousing environment would be an added advantage. Possession of a valid driver’s license. Knowledge And Skills: Extensive knowledge of Pharmaceutical Services’ approaches, policies and procedures. In-depth knowledge and experience in supervision of a Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot and National Drug Policy.

DUTIES:
Assist the warehouse manager and Medical Supplies Depot management in ensuring that the depot delivers on its core mandate which includes procurement, warehousing, inventory management and distribution of medicines. Actively participate in warehouse management – including financial, human resource and medicine supply management. Oversee the training and registration of Pharmacists’ assistants, Pharmacist Interns and other support personnel. Ensure that the warehouse complies with Good Wholesale Practices. Assist in developing protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacists’ assistants and maintain discipline. Implement the Performance Management and Development System.

ENQUIRIES:
Mr S Langa Tel No: (011) 628 9006

APPLICATIONS:
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. Applicants may alternatively submit by email to msd.vacancies@gauteng.gov.za

NOTE:
A curriculum vitae with a detailed description of duties and the names of three referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). MSD reserves the right to utilize practical exercises/tests for the position during the recruitment process to determine the suitability of candidates for the post.

CLOSING DATE: 26 February 2021
of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC and be literate. Sound communication skills. Valid driver’s license.

**DUTIES**

Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

**ENQUIRIES**

Ms. QK Masimula Tel No: (011) 983 3002

**APPLICATIONS**

Applications should be submitted to the Human Resource Department at Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to the Human Resource Department, Private Bag X05, Bertr coop, 2013 or apply on line through google chrome http://professionaljobcentre.gpg.gov.za

**NOTE**

All applications must be submitted on a new Z83 job application form (effective from 01 January 2021), CV, valid certified copies of your I.D, current SANC receipt, valid driver’s license and qualifications. Certified copy of service records from accredited Nursing Education institution. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months. Smart card must be copied both sides (Driver’s license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to the security clearance process (citizenship, criminal records, qualification and financial records). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP).

Incomplete applications or applications received after closing date will not be considered.

**CLOSING DATE**

26 February 12H00

**POST 05/182**

**RADIOGRAPHER GRADE 1-3 REFS NO: SBAH 12/2021**

Directorate: Nuclear Medicine

**SALARY**

R351 516 per annum
R414 069 per annum
R487 752 per annum

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

B-Tec / B.Rad (hons)/ Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA and recent proof of payment.

**DUTIES**

Clinical Services rendering and patient care. Participating in organizing, planning, implementation of departmental policies and procedures. Participating in CPD programs. Experience in Nuclear Medicine including “hot laboratory” and PETCT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.

**ENQUIRIES**

Ms. N.G Mahlangu Tel No: (012) 354 1864

**APPLICATIONS**

Applications should be submitted to the Human Resource Department at Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

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

**CLOSING DATE**

05 March 2021

**POST 05/183**

**CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: SBAH11/2021**

Directorate: Neurophysiology

**SALARY**

R317 976 per annum

**CENTRE**

Steve Biko Academic Hospital
### REQUIREMENTS:
- **Minimum Qualifications:** BTech in Clinical Technology-Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist-Specialized Category Neurophysiology. Other Skills/Requirements: one to ten years relevant experience after registration with the HPCSA as Clinical Technologist Neurophysiology.
- **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees.
- **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees.
- **Competencies (knowledge/skills):** Must be able to perform EEG's, Neonatal EEG's, Polysomnograms, MSLT's, Nerve Conduction studies and Evoked potentials (visuals, Auditory and Somatosensory). Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

### DUTIES:
- Provision of Specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit and according to SBAH’s protocols i.e. Electroencephalography (EEG), Evoked potentials (Visual, Auditory and Somatosensory), Nerve conduction studies, polysomnography, Multiple Sleep Latency Test (MSLT) and Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching students. Engage in continuous professional Development. Willing to learn and perform new diagnostic procedures.

### APPLICATIONS:
- **The applications forms must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria or hand delivered to Cnr Malherbe Steve Biko Road, Main Entrance at Level 3.**

### NOTE:
- NB: Applicants must submit A Z83 form, certified copy of: ID, Certificate of qualifications, and Certificate of Registration with HPCSA as a Clinical Technologist-Specialized Category Neurophysiology. Steve Biko is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

### CLOSING DATE:
- 05 March 2021
Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. Applicants may alternatively submit by email to msd.vacancies@gauteng.gov.za

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

CLOSING DATE: 26 February 2021

POST 05/185: ADMINISTRATION OFFICER REF NO: AO/CMJAH/2020
Directorate: Patient Affairs Department (Re-Advertisement)

SALARY: R257 508 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS:

Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with 3 to 5 years’ relevant experience or a relevant Diploma or Degree from a recognized tertiary institution in Office Administration with 2 years’ experience. Valid Driver’s License. Knowledge: Sound knowledge of Office Administration Management with emphasis on PFMA, Patient Affairs. In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Medicom System, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. The following will be an added advantage: An extensive knowledge of Accident and Emergency/Casualty, X-ray departments and Clinics will be an added advantage. Good office management skills and the ability to work under pressure. Be prepared to rotate as a reliever to other sections within Patient Administration Department. Ability to implement policies including Code of conduct, Batho Pele Principles and Ministerial priorities.

DUTIES:
Manage Patient Admin Personnel in the Section. Provide leadership and guidance to clerical personnel and coordinate their activities. Facilitate proper and classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patient’s information on MEDICOM. Train Patient Admin Staff. Attend to all rejections. Meet all the deadlines and relieve other supervisors during their annual or sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Conduct regular meetings with staff to discuss issues of the unit. Be part of the strategic planning. Coordinate nomination for training workshops. Oversee the smooth running of service delivery. Attend meeting as per institutional needs. Contribute to the sub directorate planning, budgeting and procurement processes as well as monitoring and evaluation. Perform all duties as allocated by HOD.

ENQUIRIES: Mr. M Molefe Tel No: (011) 488 3862
APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

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

**CLOSING DATE** : 26 February 2021

**POST 05/186** : ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 3/4/2/2/7 (X2 POSTS)

Directorate: Nursing Education and Training

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

**CENTRE** : Ann Latsky Campus

**REQUIREMENTS** : Grade 12 Certificate (Senior Certificate). Good Interpersonal Skills. Excellent Communication Skills (Verbal and written) Evidence of computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently. Knowledge of regulations and other legislative framework. Knowledge of learner management information systems. A valid driver’s license.

**DUTIES** : Responsibilities shall include but are not limited to the following: Program administration. Administration of accommodation for students. Administration of the placement of students. Application of higher education administrative processes. Data capturing and utilisation of the learner management information systems. Administration and management of theoretical and work integrated learning student records. Application of legislation and policies related to administrative processes as well information security measures.

**ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel. No: (011) 644-8917

**APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, Receipt and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park.

**NOTE** : State all your competencies, trainings and knowledge in your signed C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHN). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us in three months’ time from the date of closure please consider your application as unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE** : 26 February 2021

**POST 05/187** : CLEANING SUPERVISOR REFS NO: SBAH13/2021 (X2 POSTS)

Directorate: Patient Administration and Logistics

**SALARY** : R145 281 per annum

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12 and minimum of 5 years proven experience in a formal hospital environment. Cleaning experience will be an added advantage. Knowledge of Occupational Health and Safety and infection Prevention and Control. Able to work in a team and under pressure. Be prepared to work shifts.

**DUTIES** : allocate and supervise cleaners. Assign schedule and duties for cleaning staff. Compile leave plans and monitor attendance register. Inspect clinical areas and monitor performance of cleaners and ensure cleaners perform assigned tasks and follow correct cleaning procedures. Comply with quality requirements. Ensure safe keeping and maintenance of cleaning equipment. Institute the progressive discipline. Perform other duties delegated by supervisor.

**ENQUIRIES** : Mr. MF Monama Tel No: (012) 354 1421

**APPLICATIONS** : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The Gauteng Department of Health is guided by the principles of employment equity thereof; all the appointments will be made in accordance with the employment equity target of the Department. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 05 March 2021

POST 05/188: PORTER SUPERVISOR REF NO: POR/SUP/05/2020

Directorate: Logistics Department
(Re-Advertisement)

SALARY: R145 281 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: NQF Level 3 (Grade 10 /ABET Level 4). Experience between 5 – 10 years as a Porter. Knowledge: of working procedure such as porter working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing.

DUTIES: To supervise porters and reduce complaints within the hospital. Be able to follow disciplinary procedure when needed. Leave management, compile Performance Management and Development system (PMDS) for staff. Allocate staff according to the roaster, write reports, capture daily statistics, and hold meetings with staff. Ensure availability of clean wheel chairs and stretchers, report broken equipment. Check attendance registers and monitor staff performance. Placing orders for disinfectants/ cleaning material and PPE for staff. Take instructions from manager and write incidents report.

APPLICATIONS: Applications should be submitted on a (PDF Format only) to the following email-address: Supporthr.Cmjah@gauteng.gov.za

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

CLOSING DATE: 26 February 2021

POST 05/189: DRIVER REF NO: DRV/02/CMJAH/2021

Directorate: Logistics Department (Transport Unit)

SALARY: R122 595 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: A minimum of ABET qualification where applicable or Grade 10 qualification with relevant 5 years’ experience as a driver. Be in possession of a valid driver’s license with a valid PDP. Willing to renew PDP at own expense. Knowledge: of a limited range of working procedure in respect of working environment and elementary duties such as: courier services, understanding of customer care (Batho Pele Principles). Skills: Driving, Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to...
undergo drivers pre-testing exercise. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing.

**DUTIES**

- Provide a 24 hours service to the institution. Transport patients and staff members to and from different destinations as prescribed by the transport manager. Proper maintenance of vehicles by ensuring that the vehicle is on roadworthy condition. Proper maintenance of transport documents by ensuring that Log sheets and petrol slips are recorded after each trip, reporting any damages to the supervisor and manager as it happens within 12 hours. Transporting of theatre staff and all hospital staff members that are doing emergency cases and standby.

**ENQUIRIES**

- Mrs. P. Maruping Tel No: (011) 488 3519

**APPLICATIONS**

- Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

**NOTE**

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

**CLOSING DATE**

- 26 February 2021

**OFFICE OF THE PREMIER**

*It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.*

**APPLICATIONS**

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

**CLOSING DATE**

- 26 February 2021

**NOTE**

- Applications must be submitted on the new Z83 Form found on the website of DPSA www.dpsa.gov.za, accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS
Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 05/190: HEAD OF DEPARTMENT (HOD): GAUTENG PROVINCIAL TREASURY

REF NO: REF/007958
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)

SALARY: R1 978 533 – R2 228 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE: Johannesburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. A Post Graduate qualification in Economic and Financial Management/Accounting Sciences, will be an added advantage coupled with 8 to 10 years’ experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge understanding of government priorities. Insight into Government’s Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA), Division of Revenue Act and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

DUTIES: Support the Member of the Executive Council in her duties as political head of the portfolio and in her capacity as head of the Provincial Treasury to ensure sustainable management of the financial affairs of the province. Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a ‘smart province. Management of provincial entities reporting to the department including the repositioning of entities to drive the delivery agenda of the GPG, Over-seeing the development, implementation and monitoring of Departmental programmes and projects: structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Effective allocation of resources in line with the Growing Gauteng Together 2030 Plan of Action and promotion of universal access to the economy for the targeted groups including creation of sustainable employment. Prepare the provincial budget and exercise control over the implementation of the provincial budget. Issue Treasury instructions consistent with the Public Finance Management Act, 1999 and other relevant legislation. Compliance with the legislative framework including the Division of Revenue Act. Improvement in corporate governance, internal controls and improvement in audit outcomes of departments and provincial entities. Oversee the effective management of the Provincial Revenue Fund, payments and grants made including the provincial equitable share. Oversee the effective functioning of
the Provincial Supply Chain Management function. Development of sound systems of financial management, risk management and internal controls. Optimise resource allocation, utilisation and revenue in order to maximise the net social benefit for Gauteng citizens. Secure alternative sources finance, including the creation of new revenue streams. Sound management of revenue, expenditure, assets and liabilities. Optimise liquidity requirements and maximise returns within acceptable levels of risk for the GPG and to secure sound cash management. Ensure effective and efficient management of assets in GPG. Lead the implementation of financial management reforms for both provincial and local government. Provide social and economic research and analysis that informs fiscal policy development and the annual budget process. Maintain fiscal discipline through policies and monitoring and evaluation of financial performance. Manage and oversee the implementation of PPPs in Gauteng to support the GPG’s economic growth, job creation and poverty alleviation strategies. Represent the departmental at various intergovernmental fora at provincial and national level.

ENQUIRES: Sn Mtshali, Tel No: (011) 355 6280

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS: Submit to 35 Rissik Street, Surrey House, Johannesburg 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

FOR ATTENTION: Ms. Vivien Khanye Tel No: (011) 355 2606
CLOSING DATE: 26 February 2021
NOTE: Applications should be submitted online through the www.professional jobcentre.gpg.gov.za. Applicants who experience difficulty in applying online can apply manually using Z83 form and attach CV and certified copies of qualifications, ID

OTHER POSTS

POST 05/191: DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/007935
Directorate: Management Accounting

SALARY: R733 257 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: The successful candidate should have a grade 12 certificate plus a 3-year Degree/Diploma in Financial Management which will encompass (Accounting, Economics, Public Finance) at NQF level 7 as recognized by SAQA. 5 years’ experience in management accounting at supervisory /management level (ASD) in Government. Good understanding of the principles and best practices application of budget administration cash management, internal control, risk management, PFMA, DORA and Treasury Regulations. Knowledge of Finance, reporting procedures, risk management, internal control and HR matters. Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours, ability, and willingness to drive. Analytical skills. Problem solving skills.

DUTIES: Manage the financial management, budgeting and reporting sub-directorate. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting, and reporting work as required. Manage the roll-over, adjustment estimates and virement process. Ensure coordinating budget Medium Term Expenditure Framework throughout the planning process aligned with budgeting requirements, ensuring that financial departmental standard Charts of Accounts is maintained and complete to ensure that financial information is aggregated into the financial statements. Managing the capturing of the budget and adjusted budget on Basic Accounting System, excising budgetary control to ensure that the expenditure remains within approved appropriation to avoid unauthorized, wasteful, and fruitless expenditure spending. Monitoring compliance with Public Finance Management Act, National Treasury Budgetary Framework, Treasury Regulations and requirements and Departmental policies and procedures. Ensuring that there are no misallocations, and that the department’s expenditure is in with the approved business plans and annual performance plans. Reporting expenditure and revenue against projections
through in-Year Monitoring report and possible over/under expenditure detected on expenditure trends against the projected estimates.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606

POST 05/192 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/007936
Directorate: Management Accounting

SALARY : R376 596 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus relevant Diploma/Degree in Commerce/Accounting/Financial Management or equivalent qualification coupled with 3 years’ experience at a supervisory level in the field of Management Accounting as at least a state accountant level. A valid minimum code B driving license Skills: Computer skills (MS Word, Excel, Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Competencies: Knowledge of Basic Accounting System (BAS). Knowledge and experience in SAP will be an added advantage. Working knowledge of Public Service Regulations, Public Finance Management Act, Treasury, Regulations, Division of Revenue Act and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures. Ability to work independently and with a team. Willingness to travel.

DUTIES : Prepare and consolidate reports and statistics (BAS/SAP). Manage human and asset resources. Ensure that the budget is captured correctly and accurately in the BAS system. Assist in preparation and compilation of monthly expenditure reports. Allocation of funds. Compile IYM reports. Investigating expenditure misallocation and processing of journals. Assist the Budget Manager in collecting/obtaining relative financial budgetary information to execute budget management functions. Monitor and report on spending trends; Reconciliation of budget allocation on BAS; Request budget/ expenditure input for quarterly reviews; Request budgetary needs of offices (Annual budget and MTEF); Compilation of projections for the monthly in year monitoring system: Consult with program managers and their staff on the projections and deviations and all other inputs pertaining to the projections of the IYM; Medium Term Expenditure Framework Budget process: Balancing of original, adjusted budget on BAS, for respective programs after approval from Treasury; Perform managerial and administrative functions: Manage and control the workflow of subordinates. Attend to and respond to audit queries.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/193 : ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/007945
Directorate: Financial Accounting

SALARY : R376 596 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a relevant Diploma/Degree. At least 3-5 years’ experience in financial accounting and administration functions on lower management level. Preferably in the following areas: processing of payments and implementation of an appropriate control environment, petty cash controls, cashbook and cash management. Reconciliation in assets and liability accounts, monthly reporting and compilation of financial statements Skills- Analytical, Problem-solving, Decision-making, Communication and Presentation skills. Need good Interpersonal relation skills. Knowledge- Computer literacy. Basic knowledge of GRAP and the application on Basic Accounting System (BAS). Basic knowledge of PFMA and Treasury Regulation. Knowledge of SAP and Persal would be an added benefit.

DUTIES : Respond to changing needs for financial information and control. Ensure that payments are processed timely and in accordance with all regulatory frameworks. Ensure completeness and accuracy of documents when checking and authorizing payments and that creditor’s accounts, inter- Departmental accounts, outstanding settlements and statements received are reconciled and appropriately reported. Ensure that there is an effective cash management system and the implementation thereof. Ensure that the petty cash is managed and controlled in accordance with relevant policies. Establish and maintain
reporting systems to respond to reporting requirements. Assist in compilation of financial statements in accordance with the requirements of Treasury Regulations and other PFMA guidelines. Assist with Auditor-General’s queries. Ensure training and proper management of staff.

ENQUIRIES: Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/194 : ADMINISTRATION OFFICER: PROCUREMENT REF NO: REFS/007941
Directorate: Supply Chain Management

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Johannesburg

DUTIES : Inspection and scrutiny of requisitions (RLS01) – Ensuring efficiency and correctness. Verification of Vendors on SAP -Liaison with Treasury for uploading. Securing necessary approval and delegations for processing, delegations. Etc. realizing of all requisitions within 24 hrs (660 per month/+_30 per day. Routing of shopping carts to capturers. Daily tracking of progress of requisitions – Treasury contact, end user contact, supplier contact. Resolution of daily queries – Treasury, end user and supplier. Issuing of purchase orders to end user - daily. Extracting weekly reports on requisitions statuses. Excalation reports to senior managers on outstanding/ problematic requisitions. Follow up on deliveries with service providers. Efficient filing and maintaining of procurement records and data. Provide assistance to Auditor General during audit process.

ENQUIRIES: Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/195 : ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: REFS/007937
Directorate: Asset Management

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Johannesburg

DUTIES : Update and maintain an accurate asset register (movable and immovable) tracking of asset movement, receiving, barcoding and recording of Departmental assets, Physical verification of assets, ensure disposals of redundant and obsolete assets pertaining to asset management policies and procedures. Assist with monthly IFS and AFS reporting. Reporting on stolen and damaged assets. Reporting on lease (mobile communication services), Resolve and conclude customer queries, Management of mobile communication services, Replenishment of stock items through procurement, issuing of stock items on request. Provide assistance to Auditor General during
audit process. People management, supervision of staff, development and performance management

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/196 : STATE ACCOUNTANT REF NO: REFS/007942
Directorate: Financial Accounting

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus an appropriate 3-year National Diploma/B-Degree in Financial Management/Accounting/Cost and Management Accounting or relevant qualification. At least 3 years’ experience in an Accounts payable office environment. Completion of various input documents for preparation of Payments; Skills: Analytical skill. Communication and presentation skill Interpersonal relations. Computer literacy. Knowledge: Payment processes. Collection of Invoices and Statements. Preparation of payments. Reconciliations of creditors/suppliers. BAS, SAP and SRM systems.

DUTIES : Manage the receipt and processing of invoices for suppliers electronically. Verify and ensure compliance of invoices received in the system. Verify and ensure compliance of suppliers for payment purposes. Match invoices to valid goods received vouchers as per valid purchase order. Parking of payments on payment system within 30 days of receipt. Reconcile payment to individual creditors accounts. Follow up unmatched invoices with SACR business units. Prepare daily reports on outstanding invoices/ payments. Assist in preparation of monthly reports and financial statement requirements and Maintain accurate payments records.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/197 : REGISTRY CLERK REF NO: REFS/007950
Directorate: Office of the HOD

SALARY : R173 703 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have Grade12 or equivalent qualifications, Competencies in computer literacy, good communication skills, interpersonal relations, flexibility, teamwork, knowledge of registry duties, storage and retrieval procedures according to the working environment.

DUTIES : Provide registry counter services. Handle incoming and outgoing Correspondence. Render an effective filing according to the departmental File plan and record management services. Operate office machines in relations to the registry function. Process documents for archiving and disposal.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606

POST 05/198 : MESSENGER/ DRIVER REF NO: REFS/007949
Directorate: Office of the HOD

SALARY : R145 281 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 or Equivalent Qualifications, Skills: good interpersonal, confidentiality, communication, stakeholder relationship basic literacy, and planning, organizing and basic numeracy. Knowledge: Time management. Driver’s license is essential.

DUTIES : Collect, deliver, and distribute documents/parcels in the Department. Transport employees in the Department and guests. Render general support functions in the Department. Assist the department with logistical arrangements. Assist with document production and facsimile services. Records keeping of utilization of allocated motor vehicle e.g, log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 2606
### POST 05/199

**Head Clinical Unit Psychiatric Services**  
*Ref No: FNH 01/2021 (X1 Post)*

**Salary:** R1 728 807 per annum, (All-inclusive salary package). Other Benefits: Commuted Overtime (conditions apply)

**Centre:** Institution: Fort Napier Hospital

**Requirements:**  
Senior Certificate (matric) Master degree (Mmed psych) or equivalent qualification Plus A minimum of 3 years’ experience or more after registration with HPCSA as a Medical Specialist in Psychiatry Certificate of Registration with HPCSA as A Medical Specialist Current registration with HPCSA as a Medical Specialist. (2021 receipt) Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.


**Duties:** To effectively manage the forensic psychiatry services at Fort Napier Hospital and liaise with relevant stakeholders. To care, treat and rehabilitate the Mental Health Care User at the hospital (specifically the State President Patients. To provide reports on cases referred by the courts and give expert evidence when required. Provide guidance and manage the staff under supervision. To be involved in teaching and training of registrars and other clinical staff. To be involved in hospital committees that deal with clinical services and quality assurance. To asses and manage any risks within the medical section. Clinical management of state patients. Administration and management roles in hospital. Risk assessment and management of risks within the hospital.

**Enquiries:** Dr AL Mbhele Tel No: (033) 260 4357

**Applications:** Must Be Forwarded To: The Human Resource Department Fort Napier Hospital PO Box 370 Pietermaritzburg 3200 or Hand Delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201.

**Closing Date:** 26 February 2021

### POST 05/200

**Medical Specialist: Clinical Governance**  
*Ref No: MEDSPECLINGOV/1/2021*

**Department:** Medical Management

**Salary:**

- Grade 1: 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.
- Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

**Centre:** Inkosi Albert Luthuli Central Hospital

**Requirement:** MBCHB Degree plus Current registration with the Health Professions Council of South Africa as Specialist in Public Health. Extensive knowledge of hospital functioning will be an added advantage: Experience  
**Grade 1:** Not applicable. 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 Health Professional Council of South Africa as a Specialist in Public Health.  
**Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Public Health.  
**Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Public Health.

**Duties:** Reporting to the Medical Manager. You will be: Required to assist with the clinical governance of the domains within the hospital. Co–ordination with Clinical Heads of Department for the efficient and effective clinical service
delivery through clinical audits which includes mortality and morbidity reviews, record and service reviews. Monitoring of adverse events. Ensuring adherence, in the domains, to entry and exit criteria. Ensuring the development and use of clinical protocols, guidelines and indicators. Ensuring that medical staff in the domains comply with HR Management and Financial Management policies. Ensuring that the operational plan of the hospital is implemented within the medical component of each domain.

ENQUIRIES: Dr LP Mtshali Tel No: (031)2401124
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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

CLOSING DATE: 05 March 2021
POST 05/201: MEDICAL SPECIALIST: NEUROSURGERY REF NO: MEDSPECNEUROSURG/1/2021 (X1 POST)
Department: Neurosurgery

SALARY:
Grade 1: 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
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime

CENTRE: Inkosi Albert Luthuli Central Hospital

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 1: 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.

ENQUIRIES: Dr BC Enicker Tel No: (031) – 240 1134/240 1133

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. It is the applicant’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. 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 due to financial constraints, there will be no payment of S&T Claims

CLOSING DATE: 05 March 2021

POST 05/202: MEDICAL SPECIALIST: (ANEASTHETICS) (GRADE 1-3) REF NO: MAD 04/2021 (X1 POST)

SALARY: Grade 1: R 110 040 – R 173 900 per annum Grade 2: R 264 623 – R 342 230 per annum Grade 3: R 467 651 – R 834 890 per annum

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

CENTRE: Madadeni Provincial Hospital

REQUIREMENTS: Medical Specialist Grade 1: Appropriate qualification plus registration with the HPCS as a Medical Specialist in Anaesthetics. Medical Specialist Grade 2. Appropriate qualification, registration certificate, plus FIVE (5) years’ experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Medical Specialist Grade 3. Appropriate qualification, registration certificate, plus Ten (10) years’ experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Knowledge, Skills and Competencies required: - Sound knowledge and clinical skills in the
management of Anaesthetics/ ICU patients. Ability to supervise and teach junior and senior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.

**DUTIES**

To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas- clinical and customer care (patient perspective). Undertake training of undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Participate in commuted overtime as per departmental needs. This includes on site duties and or being rostered. Provide expect advice and clinical support to District/regional level hospitals referring to Madadeni Hospital. Provide outreach to surrounding District hospitals that refers patient to Madadeni Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Madadeni Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend administrative matters as pertains to the unit Manage/supervise allocated human resources. Empower in a respectful manner the medical and nursing staff through evidence based best practices. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, legislatives, policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist hospital management and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patients care in the theatre and wards with resources available. Be part of Disciplinary team. Conduct outpatient's clinics and provide expert opinion. Provide a support service for hospitals and clinics in Amajuba Districts. Liaison with other head of disciplines. Provide specialists services for the management of chronic pain services. Develop acute and chronic pain management.

**ENQUIRIES**

Dr. S.D Hadebe Tel No: (034) 328 8000

**APPLICATIONS**

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

**FOR ATTENTION**

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

**CLOSING DATE**

26 February 2021

**POST 05/203**

DEPUTY MANAGER NURSING REF NO: MAD 05/ 2021

**SALARY**

Grade 1: R843 618 – R949 482 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
CENTRE: Madadeni Provincial Hospital

REQUIREMENTS:
Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the S.A.N.C. (2021 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Recommendations: Degree / Diploma in Nursing Administration Knowledge, Skills, Training And Competencies Required: - Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Constitution of SA, National Health Act, Public Service Act, Nursing Act, Occupational Health and Safety Act, Patients’ Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures Basic financial management skills. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing practices. Demonstrate understanding in risk management. Computer literacy.

DUTIES:
Provide guidance and leadership towards the realization of strategic goals and objectives. Support and promote relevant research. Lead change in the Nursing. Delegate, Supervise and coordinate the provision of effective, efficient and safe nursing care. Ensure the promotion of nursing ethos and professionalism. Manage and utilize resources in accordance with relevant directives and legislation Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Facilitate a conducive environment for the effective implementation and reengineering of Primary health care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Ensure the implementation of nursing care management activities according to the standards of Practice and Scope of Practice. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Develop and implement programs that support nursing education and development of competencies of nursing cadres through mentoring and coaching. Represent Nursing Department in the Senior Management Team. Ensure effective management, supervision and utilization of human and material resources. Deal with disciplinary and grievance matters. Lead and Participate in implementation and adherence to quality improvement projects and initiatives eg. Clinical governance, National Core Standards and Ideal Clinic Realisation and Maintenance programs.

ENQUIRIES:
Mrs. H.S.L Khanyi Tel No: (034) 328 8042

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

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

CLOSING DATE: 26 February 2021

POST 05/204: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 07/21 (X1 POST)
Component: Orthopaedics

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

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS:
- MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner.
- **Grade 1**: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.
- **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.
- **Grade 3**: Experience: 10 years’ experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage

Knowledge, Skills, Training and Competency Required:
- Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics
- Good decision making, analytical and communication skills. Computer Literacy.

DUTIES:
- Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

ENQUIRIES: Dr TW Yende Tel No: (033) 897 3299

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

FOR ATTENTION: Mrs. M. Chandulal

NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 07/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that
have been short-listed. If you have not heard from us two months after the
closing date, please consider your application as being unsuccessful. The
appointment is subject to positive outcome obtained from the State security
Agency (SSA) to the following checks (security clearance, credit records,
qualifications, citizenship and previous employment verifications and
verification from the Company Intellectual Property (CIPC)). Please note that
candidates will not be reimbursed for S&T claims for attending interviews. It is
the applicant’s responsibility to have a foreign qualification, which is a
requirement of the post, evaluated by the South Africans Qualifications
authority (SAQA) and to provide proof of such evaluation on application. Failure
to comply will result in the application not being considered.

CLOSING DATE
26 February 2021

POST 05/205
MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 08/21 (X1 POST)
Component: Plastics and Reconstructive Surgery

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

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1
year relevant experience after registration as an independent Medical
Practitioner with a recognized Foreign Health Professional Council, of whom it
is not required to perform Community Service, as required in South Africa.
Grade 2: Experience: 5 years appropriate experience as a Medical Officer
after registration with the HPCSA as an independent Medical Practitioner. Foreign
candidates require 6 years relevant experience after registration with a
recognized Foreign Health Professional Council, of whom it is not required to
perform Community Service. Grade 3: Experience: 10 years’ experience after
registration with the HPCSA as an independent Medical Practitioner. Foreign
qualified candidates require 11 years relevant experience after registration as
Medical Practitioner with a recognized foreign health professional council in
respect of foreign qualified employees of whom it is not required performing
community service as required in South Africa. MBCHB Degree Plus Current
registration with the Health Professions Council of South Africa as a Medical
Practitioner Current registration the Health Professions Council of South Africa
as a Medical Practitioner Proof of completion of Community Service.
Recommendations Previous surgical experience FCS primary will be an
advantage. success full completion of FCS (SA) primary and/or intermediate
examinations will be an advantage) Knowledge, Skills, Training and
Competency Required: Candidates must be able to do a detailed clinical
assessment of trauma patients Have the ability and knowledge of basic trauma
resuscitation and endotracheal intubation Candidates who have successfully
completed the basic surgical course & ATLS course will be at an advantage.

DUTIES
Active participation in ward rounds, patient management on the wards,
assisting in theatre, and doing calls after hours are a basic part of the duties.
Candidates are expected, when on call, to field many calls from referring
doctors and after discussion with a senior they will be expected to advise the
referring doctors appropriately. Good communication skills and courtesy are
essential. Attendance and participation in the academic programme of the
department is a requirement. The successful candidate will be expected to do
commuted overtime. Candidates appointed by the Plastic and Reconstructive
Surgery department, will be recruited into a pool of hospital medical officers
who may be deployed to any discipline or subspecialty by the hospital. This is
purely at the hospital’s discretion.

ENQUIRIES
Dr O Mahomva: Tel No: (033) 897 3215
APPLICATIONS
Applications to be forwarded to: The Human Resources Department, Greys
Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION
Mrs. M. Chandulal
NOTE
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government
Department Or website b) Certified copies of highest educational qualifications
and professional registration certificate- not copies of certified copies.
endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 06/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). Please note that candidates will not be reimbursed for S&T claims for attending interviews It is the applicant’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

CLOSING DATE : 26 February 2021

POST 05/206 : MEDICAL OFFICER (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 03/2021 (X2 POSTS)

SALARY : Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum

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

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : MBChB degree or equivalent qualification PLUS. Proof of current registration with HPCSA (2021 Receipt). Certificate of current registration with the HPCSA as an Independent Medical Practitioner. Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached. Grade 1 Experience: No experience required from South African qualified employees. One (1) year relevant experience after registration as an Independent. Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: Five (5) years’ relevant experience as Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3: Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Eleven (11) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa.


DUTIES : Provide inpatient and outpatient psychiatric services to adult, child, adolescence and forensic mental health care users. Participate in overtime activities of the department. Participate actively in departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research. Knowledge to provide care and rehabilitation in relation to the relevant section of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of biopsychosocial knowledge and skills in assessment, care and treatment of MHCU.

ENQUIRIES : Dr. V.N Khanyile Tel No: (034) 328 8000
APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

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

CLOSING DATE : 26 February 2021

POST 05/207 : MEDICAL OFFICER: NEUROLOGY REF NO: NEUROLOGY MO/1/2021 (x2 POSTS)
Station: Department Of Neurology

SALARY : Grade 1: R821 205 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
MBCHB. Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service. Experience: Grade 1: Local graduates require no experience after community service. Foreign qualified employees require 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council when Community Service is not required. Grade 2: Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. With regard to foreign graduates, a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council when Community Service is not a requirement Grade 3: Ten years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Foreign graduates require a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council, of whom when perform Community Service is not required Possession of the Part 1 of the FCN degree is an advantage. Candidates must be South African citizens or be in possession of documentary proof of permanent residence. Skills, Knowledge, Training and Competency Required: Sound communication, negotiating, planning, organizing and interpersonal skills.

DUTIES : Provide a holistic inpatient and out-patient service, including preventive measures, treatment and rehabilitation, management of patients undergoing investigations and treatment in neurology. Participate in after-hours calls, postgraduate education, personal development and all academic meetings. Rotation between the two units (IALCH and Greys) within the discipline as
determined by the head of department. During COVID rotation for COVID service may be required.

ENQUIRIES

Dr Vinod Patel Tel No: (031) 2401490

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. It is the applicant’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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

05 March 2021

POST 05/208

MEDICAL OFFICER REF NO: MONUCLEAMED/1/2021 (X1 POST)

Department: Nuclear Medicine

SALARY

Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.

CENTRE

Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Expectation of entering the Nuclear Medicine registrar programme. Completion of Community Service Grade 1: No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences with view to potentially join specialisation programme in Nuclear Medicine specifically. Added Advantage: Experience in radiation/imaging medicine.

DUTIES

Inclusive of, but not limited to, the following: Clinical cover of patients within the department. Thyroid/oncology clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base
hospitals. Evaluation and screening of referrals to PET/CT and general Nuclear Medicine. Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. The successful applicant will be required to perform after hours duties.

**ENQUIRIES**

Dr V Pillay Tel No: (031) 240 1871

**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. It is the applicant’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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**

05 March 2021

**POST 05/209**

MEDICAL OFFICER REF NO: MOPAEDMED/1/2021DEPARTMENT: PAEDIATRIC MEDICINE (X2 POSTS)

**SALARY**

Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MBCHB. Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Advantage: Experience in Paediatrics will be an advantage. Knowledge Skills Training And Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**

The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric
subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

ENQUIRIES : Prof Jeena Tel No: (031) 240 2046
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. It is the applicant’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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 05 March 2021
POST 05/210 : MEDICAL OFFICER REF NO: MOCARD/1/2021 (X1 POST)
Department: Cardiology
SALARY : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital and DFR
MBCHB Degree. Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: Grade 1: No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: 10 year’s appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team.
Sound communication, negotiating, and planning, organizing and interpersonal skills.

**DUTIES**
- Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

**ENQUIRIES**
- Dr D R Naidoo Tel No: (031)240 1521

**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. It is the applicant’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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE**
- 05 March 2021

**POST 05/211**
- PHARMACIST REF NO: ITSH 01/2021

**SALARY**
- Grade 1: R693 372 per annum
- Grade 2: R751 026 per annum
- Grade 3: R821 205 per annum
- Other benefit: This inclusive package consists of 70% Basic salary and 30% flexible portion which may be structured in terms of the applicable rules and also 17% rural allowance

**CENTRE**
- Itshelejuba Hospital

**REQUIREMENTS**
- Senior Certificate/ Grade 12, National Diploma/Degree in Pharmacy, Registration Certificate with South African Pharmacy Council as a Pharmacist. Current registration as a pharmacist with the SAPC (2021) Experience: no experience for pharmacies who completed community service. **Grade 1**: One year relevant experience after registration as pharmacist with a recognise Foreign Health Professional Council in respect of foreign Qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2**: Five (5) years relevant experience after registration as a pharmacist. Six (6) years relevant experience after registration as a pharmacist with a recognised Foreign Health Professional Council in respect of qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of experience (Certificate of Service) endorsed and stamped by Human Resource with clear years of experience, rank and name of the institution. **Grade 3**: Thirteen (13) years relevant experience after registration as a pharmacist, fourteen (14) years relevant experience after registration as a pharmacist with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of experience (certificate of services) endorsed and stamp by Human resource with clear
years of experience, rank and name of the institution. Recommendation:

Driver’s license, Computer Literate Knowledge, Skills, Training And
Competences Required: Sound understanding of relevant Legislation, Acts,
Procedures and Delegations pertaining to Pharmacy including NHI, NCS,
CCMDD, Essential medical list (EML) Standard treatment guidelines (STG’s).
Knowledge of principles of drugs therapy and functions and operations of drugs
and therapeutic committee. Commitment to service excellence, together with
innovative an analytical thinking based on sound ethical principles. Ability to
manage conflict. Ability to manage and coordinate productivity and be part of
an inter-active team. Appropriate clinical and theoretical knowledge. Sound
interpersonal, communicate, organising, planning, and decision making skills.

DUTIES

Provide high quality of pharmaceutical service to patients and healthcare
professionals, ensure adherence to all applicable legislation including (GPP
and NCS) policies and procedures. Maintain optimal use and care of all
resources. Provide necessary orientation, training skill, assessing,
disciplining and monitoring of all staff. Manage and control distribution of all
medicines to patients at hospitals and clinics including CCMDD programme.
Provide pharmaceutical support to associated primary health care and clinics.
Maintain accurate and appropriate patient’s records in line with legal
requirements. Engage in effective communication with other department
personnel in order to ensure high quality service are rendered. Be willing to
work long hours or after hours call out if the need arise. Supervise and provide
training to community service pharmacist and pharmacist assistance. Retrieve,
interpret, evaluate and supply information regarding the nature and use of
medicines, disease state and healthcare. Exercise control over expenditure by
ensuring non-wastage of pharmaceutical and other resources.

ENQUIRIES

All enquiries should be directed to Mr M Mngomezulu Tel No: (034) 4134000

APPLICATIONS

All applications must be addressed to Itshelejuba Hospital Private Bag x0047
Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba
Hospital.

NOTE

An application for Employment Form (z83) must be completed and forwarded.
This is obtainable from any Public Department or from the website
www.kznhealth.gov.za Cert 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 for the advert. People with disabilities
should feel free to apply for the posts. The reference number must be indicated
in the column provided on the z83, e.g. ref ITSH 1/2021. Please note that failure
to comply with the above instructions will disqualify applicants. Please note that
the selected candidate will be subjected to pre-employment screening and
verification process. Due to the large number of applications we receive,
receipt of applications will not be acknowledged. Should you not be advised
within 60 days of the closing date, kindly consider your application as
unsuccessful. Please note that due to financial constraints, there will be no
payments of S&T claims.

CLOSING DATE

26 February 2021

POST 05/212

OPERATIONAL MANAGER NURSING (SPECIALTY) (ICU/HIGH CARE)

REF NO: MAD 06/2021

SALARY

Grade 1: R562 800 - R633 432 per annum plus 8% Inhospital Allowance,
13th cheque, medical Aid (Optional) and housing allowance (employee must
meet prescribed requirements)

CENTRE

Madadeni Provincial Hospital

REQUIREMENTS

Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent
qualification that allows registration with the South African Nursing Council
(SANC) as a “Professional Nurse”, PLUS. Minimum of 9 years appropriate
recognizable nursing experience after registration as a professional nurse with
SANC in General Nursing One (1) year Post basic qualification in Critical Care
Nursing Science. At least 5 years of the period referred to above must be
appropriate recognizable experience after obtaining 1 year post basic
qualification in Critical Care Nursing Science. Proof of current year registration
with SANC (2021 Receipt). Proof of work experience (Certificate of Service)
from previous and current employer endorsed and stamped by HR must be
attached. Knowledge, Skills, Training and Competencies Required:
Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of accurate reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations. (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES**: Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure Intensive Care/High Care unit is at all times efficiently managed and well-staffed. Ensure the availability and effective functioning of equipment and instrumentation. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that the unit complies with Norms and Standards and Ideal Hospital. Ensure safe and holistic patient environment through compliance with Infection Prevention and Control as well as Occupational Health and Safety policies.

**ENQURIES**: Mrs. W.J N Khanye Tel No: (034) 328 8051
**APPLICATIONS**: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

**FOR ATTENTION**: The Recruitment Officer

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

**CLOSING DATE**: 26 February 2021

**POST 05/213**: OPERATIONAL MANAGER NURSING SPECIALTY (OPERATING THEATRE) REF NO: ITSH 02/2021

**SALARY**: R562 800 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

**CENTRE**: Itshelejuba Hospital

**REQUIREMENTS**: Degree/National Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as General Nurse. Post
Basic qualification in Operating Theatre Technique with at least one year registration with SANC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least five (5) years of the period referred to above must be year’s appropriate/recognizable experience in the specific specialty (Operational Theatre) after obtaining one year post basic qualification in operating theatre. Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached.

Recommendations Valid driver’s license, computer literacy. Knowledge, Skills and Competences Required: Knowledge of South African Nursing Council (SANC) rules and regulations, Knowledge of Public Service policies, Acts and regulations (SANC) rules and regulations knowledge of Scope of practice Good Communication, leadership, interpersonal and problem solving skills. Decision making and problem solving skills, conflict Management and negotiation skills, Knowledge of Batho Pele Principles and patient’s Right Charter, Ability to plan and organise own work and ensure proper nursing care.

**DUTIES**

Provision of Quality Nursing care through the implementation of standards, policies and procedures couple with supervision and monitoring the implantation thereof, to participate in Quality improvement plan and Clinical Audit. Oversee CSSD Component Identity develop and control Risk Management Systems within the unit, uphold the Batho Pele and Patient’s Right Principles, Provide safe therapeutic environment as laid by Nursing Acts Occupational health and safety Acts and all he applicable prescript maintain accurate and complete patient’s records according to legal requirements. Implementation and management of infection. Prevention and Control protocol. Manage and supervise effective utilization of all resource in your component. Exercise control over drip line, grievances and Labour Relation issues according to the laid down policies procedures. Participate in the performance reviews, i.e. EPMDS as well as student progress report.

**ENQUIRIES**

All enquiries should be directed to Ms JN Mthenjana Tel No: (034) 4134000

**APPLICATIONS**

All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

**NOTE**

An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2021. Please note that failure to comply with the above instructions will disqualify applicant’s. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

**CLOSING DATE**: 26 February 2021

**POST 05/214**

OPERATIONAL MANAGER (CASUALTY, CRISIS CENTRE AND MINOR THEATRE) REF NO: PCHC 02/2021

**SALARY**

R562 800 per annum. Benefits: 13th Cheque, home owner allowance and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE**

Phoenix Community Health Centre

**REQUIREMENTS**

Senior certificate/Matrix or equivalent plus Basic R425 qualification -Degree / Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health Assessment, and Treatment and care (PHC). Certificate of registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse (2021 receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing.
At least 5 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty (PHC). Proof of work experience (certificate of service) from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Knowledge, Skills, Attributes and Abilities required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant framework such as Nursing Acts, OH&S Act, Batho Pele Principles, Public service regulations, Disciplinary codes and procedures, Patients Right Charter, Labour Relations Act, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

**DUTIES**

Ensure implementation of comprehensive Primary health care package and quality nursing services. Ensure effective control of all resources including financial, material and human resource. Participate actively NSC and ideal clinic committees and ensure implementation of standards. Work as part of multidisciplinary team to ensure good nursing care. Ensure appropriate implementation of active, safe resuscitation procedures. Demonstrate effective communication with patients, community and with multidisciplinary team. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the institution. Monitor implementation and performance of emergencies on daily, weekly and monthly basis. Ensure post procedural care and follow ups to trauma patients are undertaken. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure that all staff is orientated, mentored and developed to provide quality patient care. Ensure monitoring, management and control of absenteeism. Ensure that all patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and maintained.

**ENQUIRIES**

Mrs B.P Khanyile (Deputy Manager Nursing) Tel No: (031) 538 0808

**APPLICATIONS**

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

**FOR ATTENTION**

Mr V.S Mtshali

**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. 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 08/2020. 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**

26 February 2021

**POST 05/215**

OPERATIONAL MANAGER NURSING (OPERATING THEATRE) REF NO: EMS/04/2020

**SALARY**

R562 800 - R633 432 per annum. Other benefits: Medical Aid (Optional), 13th Cheque, Housing Allowance (Employee must meet prescribed requirements) plus 08% Rural Allowance.

**CENTRE**

Emmaus Hospital

**REQUIREMENTS**

Standard 10 or Grade 12, Degree/ Diploma in General Nursing, Midwifery Plus 01 year Post Basic Qualification in operating Theatre Nursing Science with specialization in Theatre Nursing Science, Registration with SANC as a General Nurse, A minimum of 9 years appropriate/recognizable experience in nursing as a Professional Nurse with SANC in General nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Theatre Care Nurse with specialization in Theatre Nursing Science, Current SANC receipt. Knowledge & Skills Strong interpersonal communication and presentation skills, Ability to make
independent decisions, problem solving and conflict resolution. An understanding of challenges facing the public health care sector, Ability to prioritize issues and other work related matters and to comply with time frames, high level of accuracy. Knowledge of Nursing care processes and procedure, nursing statutes and other relevant legal framework, financial Management, Trauma and resuscitation skills, Policy Formulation skills, Human Resource.

DUTIES: Provide leadership in both components, Participate in budget planning and monitoring of financial resources, Planning and implementation of objective of specialized unit, Monitoring and evaluation of key indicators of the department, Provision of quality nursing care through implementation of standards, To develop and ensure implementation of the Nursing care plans, Participate in quality improvement programs and clinical audits, Identify, develop and control risk management systems within the unit. Provision of quality data management that can be used for decision making, Maintain accurate and complete patients records according to legal requirements, Management and supervision of all resources within the component, Exercise control over grievances, discipline and labour related issue according to guidelines, Monitor the implementation of District operational Plan and hospital Strategic Plan.

ENQUIRIES: Ms PPJ van der Plank Tel No: (036) 488 1570

APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION: Ms A.N Ngubane

NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance Will Be Paid for Interview Attendance.

CLOSING DATE: 26 February 2021 @ 16:00

POST 05/216: CHIEF RADIOGRAPHER (ULTRASOUND) GR 1 REF NO: GS 06/21
Component: Radiology

SALARY: Grade 1: R466 119 - R517 326 per annum. Other Benefits: 13TH Cheque, Medical Aid (Optional), Home Owner Allowance, Employee must meet prescribed requirements.

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: National Diploma in Ultrasound / Bachelor’s Degree in Technology: Ultrasound Certified copy of original registration with Health Professions Council of South Africa as an Radiographer (Ultrasound) Certified copy of current registration with the Health Professions Council of South Africa for 2020/2021 in the category Independent Practice: Ultrasound A minimum of three years’ experience after registration with HPCSA as a Radiographer (Ultrasound): Independent Practice Proof of experience must be attached to the application (Certificates of service OR official letters from previous/current employers and endorsed by HR Office) Recommendation: Experience performing high risk Obstetric and anomaly scans Experience in reporting on difficult pathologies Knowledge, Skills, Training and Competency Required: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures Basic knowledge of equipment use and troubleshooting Sound report writing and administrative skills and computer literacy Knowledge of relevant Health and Safety Acts and Infection Control measures Good communication, interpersonal relations and problem solving skills Basic supervisory skills.

DUTIES: Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric Scans Provide correct interpretation of all ultrasound scans Compile comprehensive reports as required in the working environment Provide assistance, supervision and training to junior staff and students, including
ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

CLOSING DATE

SALARY

CENTRE

REQUIREMENTS

DUTIES

medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

SALARY

CENTRE

REQUIREMENTS

DUTIES

medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
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POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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APPLICATIONS
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NOTE

POST 05/217

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APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

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DUTIES

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ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

POST 05/217

SALARY

CENTRE

REQUIREMENTS

DUTIES

medical personnel. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

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APPLICATIONS
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NOTE

POST 05/217

SALARY

CENTRE

REQUIREMENTS

DUTIES

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principle of Batho Pele. Ensure that there is constant monitoring and evaluation of key indicators of the department and maintenance of appropriate statistics, Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms PPJ van der Plank Tel No: (036) 488 1570 (ext 8204)
APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
FOR ATTENTION : Ms A.N Ngubane
NOTE : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 26 February 2021

POST 05/218 : CLINICAL PROGRAMME CO-ORDINATOR INFECTION CONTROL PRACTITIONER REF NO: ITSH 3/2021 (X1 POST)

SALARY : R444 276 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

CENTRE : Itshelejuba Hospital

REQUIREMENTS : Degree/National Diploma in general Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery/proof of payment, minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC as a General Nurse and Midwifery, Computer Literacy (certificates to be attached): NB: Proof of current and previous experience endorsed by Human Resource office must be attached. Recommendations, Diploma in infection control and valid code 08 drivers’ Licence. Knowledge, Skill, And Competencies Required: good management and analytical skills good communication leadership and interpersonal skills ability to work in a team knowledge of all relevant prescripts, i.e. provincial heath act 2000, the nursing act, occupational, health and safety act.

DUTIES : develop and ensure implementation of infection control plan for the institution, provide support to the hospital management team to ensure that a higher standard of infection control is maintained, advise the hospital management of all identified infection control risks and recommendation there of protocols and that these are implemented, to ensure that all department and clinics are provided with infection control guidelines and protocols and that these are implemented, assist the hospital manager with coordination and management of infection control committee meetings, provide management and supervisors with current ipc practices, provide effective and efficient infection control services in the institution, ensure that written sop and procedures for infection control services are reviewed and implemented, plan the budget or infection control department and exercise control over utilization of such a budget, review outbreak of infections and advice on how outbreaks can be managed and prevented, ensure that disease surveillance is done in the sub district, report on the incidence and prevalence of alert organisms and communicable diseases to the district CDC coordinator, conduct audits in all wards and clinics, facilitate notification of disease using the current methods, Compile monthly report and submit to the management and the district, develop and conduct orientation programme on infection prevention and control facilitate and oversee the development of operational/business plan to give strategic guidelines.

ENQUIRIES : Ms JN Mthenjana Tel No: (034) 4134000
APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

NOTE: An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the Z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

CLOSING DATE: 26 February 2021

POST 05/219: PROFESSIONAL NURSE SPECIALTY (TRAUMA) REF NO: EMS/03/2021

SALARY: R383 226 – R444 276 per annum, Salary, Plus 13th Cheque, Plus Rural allowance (8%), Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE: Emmaus Hospital

REQUIREMENTS: Basic R425 Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as Professional Nurse, A post basic nursing qualification in Trauma / Critical Care Nursing Science accredited with the SANC, registration with SANC as a Professional Nurse, Proof of current year registration/receipt with SANC 2021, A Minimum Of Four Years Appropriate/recognizable nursing experience after resignation as a professional nurse with SANC in General Nursing, Certificate of service from previous and current employer endorsed and stamped by HR must be attached. Knowledge & Skills: Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service, Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills, Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES: Assist in planning, organizing and monitoring of objectives of the specialty unit, Provide a therapeutic environment for patients, staff and relatives, monitor the implementation of the triangle system and fast tracking patients, monitor the implementation of record keeping according to legal requirements, assist with orientation and induction of all news staff within the component, provide overall supervision of the staff and the unit, Provide direct and indirect supervision of absence of operational manager, promote specialized patient care and standard staff, providing guidance and ensure that patient receive optimal care, provide leadership and overall supervision and standards according to the specialty.

ENQUIRES: Ms PPJ van der Plank Tel No: (036) 488 1570 EXT: 8204

APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION: Human Resource Manager

NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the
South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.

**CLOSING DATE**: 26 February 2021

**POST 05/220**:

**CLINICAL NURSE PRACTITIONER (PHCTRAINER) REF NO: ITSH 04/2021**

**SALARY**: R383 226 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional).

**Grade 2**: R471 333 per annum other benefits: 13th: housing allowance (employee must be meet prescribed requirement) and medical Aid (optional).

**CENTRE**: Itshelejuba Hospital

**REQUIREMENTS**:

**Grade 1**: Senior Certificate/Grade 12 or Equivalent qualification, Degree/National Diploma in Nursing plus one year post basic qualification in Primary Healthcare. 3 to 5 years’ experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. Valid Driver’s license. 

**Grade 2**: Matric Senior Certificate 12, Degree/National Diploma in Nursing plus one year post basic qualification in Primary Healthcare, Current registration with SANC as General Nurse, A minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC in General Nursing and Midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty after obtaining the relevant one year post-basic qualification required for the relevant Specialty. Valid Driver’s license NB. Proof of work experience signed by Human Resource section must be attached. Recommendations: NIRMART trained plus one year experience after obtaining the certificate, Experience in PHC training, Experience on PHC programme MCWH, NCD, EPI. Computer literacy- Proof must be provided. Knowledge, Skills and Competences Required: Report writing skills. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sectors. Ability to translate information objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the timeframes. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Batho Pele Principles.

**DUTIES**: Assess Sub-District Training need and co-ordinate the development of integrated training plan in involving all the other stakeholders. Co-Ordinate, manage and monitor the implementation of Training Programmes in the district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy-in by audience. Assist programme managers to train community member at outreach to further health practice to the community at large. Translate healthcare policies as stipulated by provincial programme management into training initiatives. Work closely with program managers, PHC Supervisors, Sub- district trainers and other external service providers in addressing the implementation of Training reports programmes. Ensure maintenance of quality PHC training in the district.

**ENQUIRIES**: Ms JN Mthenjana Tel No: (034)4134000

**APPLICATIONS**: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

**NOTE**: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that
the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

**CLOSING DATE** : 26 February 2021

**POST 05/221** : ASSISTANT DIRECTOR: SYSTEMS REF NO: EMS/02/2021

**SALARY**: R376 596 per annum. Other benefits: Medical optional 13th cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE** : Emmaus Hospital

**REQUIREMENTS** : Matric certificate, Bachelor degree/National Diploma in Public Management/ Administration. 3-5 years’ experience in Systems Component Recommendation Computer Literacy. Valid Driver License. Knowledge & Skills Decision making skills, problem solving skills, and communication skills. Ability to multitask and manage change. Control of budget and auditing procedures Including norms and standards. Providing procedures and procurement directives. Planning, organizing activities and project for components. Knowledge of all relevant Legislations. Ability to work independently and under pressure. Human Resources Management skills. Develop policies, understanding of HR Practices, Staff Relation and strong leadership skills. Ability to work after hours.

**DUTIES** : Manage and coordinate the following areas to ensure optional and cost effectiveness in hospital and clinics. Cleaning services, catering services, maintenance services, gardening services, Mortuary services, housekeeping services, laundry, transport, switchboard, and administrative services security services, registry. Monitoring the provision of all hotel services and facilities by contractors in order to ensure contact adherence, ensure compliance with services level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures /practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure proper management of all contracts. Ensure that all institutions information system (patient and other) is maintained so as to provide reliable, valid timeous processing and information. Ensure compliance to National Core Standards and make me look like a hospital, Ideal Hospital Programme. Develop and implement policies. Effective management of the performance of employees according to EPMDs. Ensure the maintenance of infrastructure and clinics.

**ENQUIRIES** : Mrs. M.A.N Mzizi Tel No: (036) 488 1570 (ext. 8203)

**APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

**CLOSING DATE** : 26 February 2021 at 16:00
ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE: 01 March 2021
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 05/222:
SPECIALIST SCIENTIST: RESEARCH AND TECHNOLOGY
DEVELOPMENT
REF NO: AGR 15/2020 R1

SALARY: R1 246 842 - R1 782 345 per annum (All-inclusive salary package) (OSD as prescribed)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: PhD in Science (Analytical Chemistry) or relevant qualification; A minimum of 10 years relevant scientific experience after BSc qualification; Compulsory registration with SACNASP as a professional. Recommendation: Experience in the following: Programme and Project Management; Research and development; Scientific methodologies and models; Method validation using HPLC, LC/MS, GC. Food Science. Competencies: Knowledge of the following: Programme and Project Management and its principles (scientific methodologies and data analysis, including Budget Management); Computer-aided scientific applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Data analysis; Policy development and analysis; Good Communication (written, verbal and scientific presentation) skills.
DUTIES: Lead, oversee and perform scientific functions; Provide strategic research direction; Develop and implement methodologies, policies, systems and procedures; Perform final reviews, approvals and audits on scientific matters; Lead, coordinate and develop scientific models and regulatory frameworks; Research and development; Human Resource Management; Financial Management.
ENQUIRIES: Dr MM Seutloali at Tel No: (021) 887 0324 or Tel No: (021) 808 7529
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/223:
OFFICE MANAGER: FARMER SUPPORT AND DEVELOPMENT
REF NO: AGR 01/2021

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years’ experience in rendering support functions to senior management; A valid code B driving license. Recommendation: Proven experience in administration and executive management support functions Competencies: Knowledge of the following: Government department function and how the different spheres of government operates; Government practices and policies; Human Resource Management, Labour Relations and Human Capital Development; Financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Proven computer literacy in MS Office; Communication (Witten, verbal and presentation) skills.
DUTIES: Render line administrative support services; Execute research, analyse information and compile complex documents for the Programme Manager; Provide support to the Programme Manager with regard to meetings; Manage resources of the office of the Programme Manager; Remain up to date with

149
ENQUIRIES: Ms L Ntlombe at Tel No: (021) 808 5097
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 01 March 2021
NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 05/224: CHIEF DIRECTOR: SECRETARIAT FOR SAFETY AND SECURITY REF NO: CS 02/2021

SALARY: R1 251 183 per annum (Level 14) (All-inclusive salary package)
CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving license; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Managerial level experience in the policing/ law enforcement environment; LLB Degree. Competencies: Knowledge of the following: Political sciences and public policy; Management principles; Public Service procedures; People Management processes; Labour relations; Financial Management; Programme/ Project Management; Capacity building; Community facilitation; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Sound budgeting skills; Presentation and facilitation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Strategic Capability and Leadership; Change Management; Financial Management; People Management and empowerment.

DUTIES: Strategic management, guidance and advice in respect of providing civilian oversight to law enforcement agencies and implement policies on safety and security; Consolidate documented research findings and recommendations; Manage information by applying tools and technologies to inform decision-making, produce reports, enhance service delivery, support integration and collaboration across government spheres; Manage programmes/projects that lead to the achievement of long-term strategic objectives; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES: Adv. Y Pillay Tel No: (021) 483 8688
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 01 March 2021

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSCA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSCA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 05/225 : DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 02/2021

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Relevant B-degree; A minimum of 6 years’ relevant management experience in an economic development, research or legal environment; The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below); Proficiency in at least two of the three official languages in the Western Cape; and A valid code B driver's license, or alternative mode of transport for persons with disabilities. Recommendation: A relevant post graduate qualification (NQF 8); Proven experience in leading business process optimisation projects across a wide range of role-players and stakeholders; Proven experience in interpreting and advising on legislative and regulatory matters; and Advanced knowledge of the business industry and sectors. Competencies: Experience and working knowledge of: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles and techniques; Advanced research; People Management processes; Labour relations; Stakeholder management; Strategic and workshop facilitation

DUTIES : Identify and strategically address blockages and inhibitors of economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate resolution of red tape queries and identified blockages and regulatory constraints; and Strategic Management.

ENQUIRIES : Mr John Peters Tel No: (021) 483 9417 or John.Peters@westerncape.gov.za

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 05/226 : DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 01/2021

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in either a government or private sector environment which involved working with government. Recommendation: Proven experience in leading business
process optimisation projects across a wide range of role-players and stakeholders; Advanced knowledge of the business industry and sector. Competencies: Knowledge of the following: Stakeholder relations; Modern systems of governance; Project Management; Written and verbal communication skills; Problem-solving skills; Proven computer literacy (MS Office).

**DUTIES**
Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.

**ENQUIRIES**
Ms M Ellis at Tel No: (021) 483 9107/ 083 565 1867

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**OTHER POSTS**

**POST 05/227**
**DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 (RADIOBIOLOGY)**
Groote Schuur Hospital

**SALARY**
R857 559 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 Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Radiation Biology. Registration with professional council: Registration with the HPCSA as a Medical Biological Scientist in Radiation Biology. Experience: A minimum of 3 years’ appropriate experience as Medical Biological Scientist in Radiation Biology after registration with the HPCSA as Medical Scientist in Radiation Biology. Competencies (knowledge/skills): Good knowledge of basic and clinical radiobiology. Knowledge of oncology and cancer biology. Knowledge of basic laboratory and clinical research methodology. Good analytical and communication skills. Ability to work well independently and in a team.

**DUTIES**
Scientific support (Clinical radiobiology, laboratory, protocol review and clinical audits). Administration and management (Health and safety, laboratory operations, training programs). Teaching and research (Student teaching & supervision, research project development, data collection, analysis and dissemination).

**ENQUIRIES**
Prof J Parkes Tel No: (021) 404-4265

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

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

**CLOSING DATE**
26 February 2021

**POST 05/228**
**OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

**SALARY**
R562 800 per annum (plus a non-pensionable rural allowance of 8% of the basic salary).

**CENTRE**
Dysseldorp/De Rust Cluster

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R45). Registration with a professional council: Registration with
the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.

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

ENQUIRIES: Ms J Matyhila Tel No: (044) 203-7205
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 26 February 2021

POST 05/229: OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)
Garden Route District

SALARY: Grade 1: R444 276 per annum (PN-A3)
CENTRE: Harry Comay Hospital, George Sub-district
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council. Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime, night duty and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision-making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

DUTIES: Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary teamwork). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES: Ms LB Geweld Tel No: (044) 814-1117
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: 26 February 2021

POST 05/230: SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Overberg District

SALARY: R316 791 per annum
CENTRE: Caledon Hospital
driver's license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

**DUTIES**

Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

**ENQUIRIES**

Ms N Fudu Tel No: (028) 212-1070

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

26 February 2021

**POST 05/231**

**CASE MANAGER**

**SALARY**

R316 791 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: A health-related qualification (or equivalent) registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the Uniform patient Fee Schedule (UPFS) and ability to perform clinical audits of patient accounts. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate (Microsoft Office). Ability to work under pressure, handle a high work volume and meet strict deadlines. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Clinical background will serve as an advantage.

**DUTIES**

Manage the workflow and personnel of the Case Management department. Manage and implement Case Management policies, protocols and procedures in the hospital. Liaise with Funders and Managed care organisations and Administrators with regards to MHC policies, protocols, optimal fund utilisation, clinical information diagnostic and procedural coding. Conduct clinical audits of patients’ accounts and ensure clinical auditing of the account controllers is accurate. Complete queries/requests of the Medical Scheme follow-up section timeously. Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. Provide Case management statistics on a weekly/monthly basis. Provide quotations to all patient classifications.

**ENQUIRIES**

Ms J Jooste Tel No: (021) 938-4140

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. This post will not be linked to any of Occupation Specific Dispensations. Shortlisted candidates may be subjected to a practical test. Please note that the duration for the completion of the qualification should be a minimum of one year and should include anatomy and physiology.

**CLOSING DATE**

26 February 2021
POST 05/232: ADMINISTRATION CLERK: SUPPORT (TRANSPORT)
Garden Route District

SALARY: R173 703 per annum
CENTRE: Oudtshoorn Hospital
REQUIREMENTS:
- Minimum educational qualification: Senior certificate (or equivalent).
- Experience: Appropriate experience in transport, registry and supervisory.
- Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel.
- Competencies (knowledge/skills): Computer literacy, MS Office packages. Electronic processing of operational statistics. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good verbal, written and interpersonal skills.

DUTIES:

ENQUIRIES: Mr SR Papa Tel No: (044) 203-7203
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: 26 February 2021

POST 05/233: FOOD SERVICES SUPERVISOR
Central Karoo District

SALARY: R145 281 per annum
CENTRE: Prince Albert Hospital
REQUIREMENTS:
- Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7) (Attach proof).
- Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a Hospital setting. Appropriate supervisory experience.
- Inherent requirement of the job: Valid Code B/EB driver’s license (Attach proof). Willingness to work shifts (weekends and public holidays).
- Competencies (knowledge/skills): Sound communication (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Ability to effectively multi-task, function independently and under pressure. Computer literate in Microsoft Office (Excel, Word and Outlook) (Attach proof or mention it in the CV).

DUTIES:
- Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain and effective food services financial management system to ensure that food expenditure remains within the budget. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS. Relief Housekeeping Supervisor when on leave with full responsibility for his/her duties.

ENQUIRIES: Ms C Frolick Tel No: (023) 541-1300
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION NOTE: Ms S Pienaar
CLOSING DATE: 26 February 2021

POST 05/234: CLEANER
Garden Route District

SALARY: R102 534 per annum
CENTRE: De Rust Clinic, Oudtshoorn Sub-district
REQUIREMENTS:
- Minimum requirement: Basic numeracy and literacy. Experience. Appropriate cleaning experience, cleaning in a clinic/hospital/health environment will be a further advantage.
- Competencies (knowledge/skills): Basic writing and literacy
skills. Good communication and interpersonal skills. Ability to lift/move heavy equipment and supplies.

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

**ENQUIRIES**
Ms C Engelbrecht Tel No: (044) 271-2057

**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**
26 February 2021

**POST 05/235**: **HOUSEHOLD AID**
Garden Route District

**SALARY**
R102 534 per annum

**CENTRE**
Mossel Bay Hospital

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a household aid in a health environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, day and night duty. Rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to communicate in two of the three official languages of the Western Cape.

**DUTIES**
Responsible for cleaning duties in wards, refuse handling. Linen management and maintenance of general neatness and hygiene in the area. Effective and safe handling and storage of equipment. Serving of meals and beverages to patients on ward level. Promotion of Quality assurance, Infection Control and Occupational Health and Safety within the Department. Attend in-service training appropriate to services delivery and optimal support to the supervisor and colleagues.

**ENQUIRIES**
Ms JA Mahlangu Tel No: (044) 604-6106

**APPLICATIONS**
The District Manager: Garden Route District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

**CLOSING DATE**
26 February 2021

**POST 05/236**: **TRADESMAN AID**
Garden Route District

**SALARY**
R102 534 per annum

**CENTRE**
Mossel Bay Hospital

**REQUIREMENTS**
Minimum requirement: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Physically able to do hard manual labour. Competencies (knowledge/skills): Ability to do overtime and standby duties. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Undertake a variety of general duties such as physical movement and delivery of equipment and furniture and gardening. Assist with other support functions of a workshop as well as control of tools. Cleaning of workshop and clean areas where work has been carried out.

**ENQUIRIES**
Mr PL van Niekerk Tel No: (044) 604-6116

**APPLICATIONS**
The District Manager: Garden Route District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

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

**CLOSING DATE**
26 February 2021
POST 05/237: FOOD SERVICE AID
Central Karoo District

SALARY: R102 534 per annum
CENTRE: Prince Albert Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy (Abet level 1) (Attach proof). Experience: Appropriate experience in an Industrial Food Service Unit, within a Hospital setting. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to work in a group and to work under pressure. Knowledge of HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit. Ability to read, speak and write in two of the three official languages of the Western Cape. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Computer Literacy and driver’s license will be an advantage.

DUTIES: Prepare and distribute milk feeds to the wards, according to prescribed standardised recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food supplies. Maintain record keeping and statistics of Food Service Unit. Pre-prepare, prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit, including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES: Ms C Frolick Tel No: (023) 541-1300
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. Candidates may be required to undertake a practical test.
CLOSING DATE: 26 February 2021

POST 05/238: CLEANER
Central Karoo District

SALARY: R102 534 per annum
CENTRE: Prince Albert Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy (Abet level 1) (Attach proof). Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Willingness to work shifts (weekends and public holidays) and willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Laundry, Kitchen) etc. Physically fit and able to lift and or move heavy objects and supplies. Valid driver’s license will be an advantage (Attach proof). Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise. Ability to operate machinery and equipment used in domestic and hospital cleaning services.

DUTIES: General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES: Ms C Frolick Tel No: (023) 541-1300
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: 26 February 2021

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 05/239: DIRECTOR: AFFORDABLE HOUSING REF NO: HS 01/2021

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

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Property Studies/ Finance/ Social Studies/ Development Studies/ Development Economics/ Architecture/ Urban and Regional Planning/ Design; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving license. Recommendation: A firm understanding of the dynamics of the real estate market. Experience in drafting high level proposals and regularly do reporting. Project Management experience; banking experience. Competencies: Sound knowledge of partnerships development in the Affordable Housing sphere; Extensive knowledge of international research policy and best practice for Affordable Housing delivery; Proven knowledge of the following: Strategic policies, guidelines, standard procedures and best practices relevant to Affordable Housing; Human Settlements and Local Government delivery issues; Global and local political economics and social affairs impacting on the Province; Financial management processes and related Acts, regulations and the ability to set up budgets; People Management/Human Resource Management; Procurement and tendering processes; Skills: Interpret and apply relevant policies and procedures; Strong Project Management skills; Sound Budgeting skills; Good implementation and monitoring skills; Sound organising, problem-solving and dispute resolution/conflict management skills; Proven planning and organising skills; Proven conceptual and formulation skills; Proven public speaking, sound team building and strong inter-personal skills; Proven mediation and facilitation skills; Proven report-writing skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES: Affordable Ownership Strategy and Management; Rental Housing Strategy and Management; Fostering Strategic Partnership Initiatives; Property Management of Departmental Rental Stock; Financial Management; People Management; Operational and strategic planning.

ENQUIRIES: Ms K August at Tel No: (021) 483 2591

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE: 01 March 2021

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 05/240: DEPUTY DIRECTOR: INFRASTRUCTURE GOVERNANCE AND SERVICE DELIVERY REF NO: LG 04/2021 (X2 POSTS)
(12 Months)

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Built Environment; A minimum of 3 years post qualification experience in Built Environment and 3 years management level experience. Competencies: Programme and Project Management; Engineering design and analysis and professional judgement; Computer applications; Knowledge of the following: Financial Management; policy, legislation and guiding manuals; Communication skills (written and verbal); Proven computer literacy skills in MS Office packages; Project Management skills; Presentation and facilitation skills; Customer/client/liasion/networking skills; Financial Management skills; Negotiation skills.

DUTIES: Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels In terms of infrastructure governance and service delivery; Participate in IGR platforms, TIME, IDP, LGMTEC and JDA; Provide input into the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations; Plan the component budget and manage expenditure, through responsible implementation of policies; practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES: Mr M. Brand at Tel No: (021) 483 2856
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/241: ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 01/2021

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (B-Degree or higher); A minimum of 3 years' relevant administrative experience. Recommendation: A appropriate tertiary qualification in a law related field. Competencies: Knowledge of the following: Local Government legislation; Legislation amendments; Municipal Structures; Analytical thinking skills; Interpersonal skills; Management skills; Motivational skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven Computer Literacy; Planning and organising skills.

DUTIES: Assessing and submit appointment of senior managers in terms of section 54 A and 56 of the Municipal Systems Act and compile reports thereof; Instructing and coordinating on litigation for and against the department/MEC for local government and maintain the register thereof; Advice and research on legislation and provide verbal and written responses to the relevant stakeholders; Maintain institutional integrity of municipalities by ensuring amendments of establishment notices , publishing by-election notices and
liaise and engage with relevant stakeholders pre and post Local Government elections; Responsible for the legal resource centre.

ENQUIRIES: Dr A Clark at Tel No: (021) 483 5726
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/242: ADMINISTRATIVE OFFICER: INFRASTRUCTURE GRANT SUPPORT REF NO: LG 02/2021

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Municipal infrastructure claims process, monthly reports processes; MIS; Workflow processes; Office administration; Ability to manage the whole MIG administrative process; Financial management skills; Proven computer literacy (MS Office); Communication skills (written and verbal).
DUTIES: Process monthly Municipal infrastructure claims; Follow-up with municipality re-omissions/errors; Ensure allocation per municipality is not depleted; Prepare claims/payment schedule; Correlate figures with that of the project manager.
ENQUIRIES: Mr M Brand at Tel No: (021) 483 2856
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/243: ADMINISTRATION CLERK: MUNICIPAL INFRASTRUCTURE REF NO: LG 03/2021

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Engineering field; Supply chain management and financial procedures; Document tracking, storage and retrieval; Office administration; Proven computer literacy; Written and verbal communication skills.
DUTIES: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services; Provide financial administration support services.
ENQUIRIES: Mr M Brand at Tel No: (021) 483 2856
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/244: DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 05/2021

SALARY: R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year Social Sciences or LLB Degree or related; A minimum of 3 years relevant middle management experience; A valid code B (08) driving
license. Recommendation: Master's Degree; Children's Rights expert; Social Policy expert. Competencies: Knowledge of the following: Advocacy; Social policy; Child rights; Research and governance; Public budgeting; Needs, interests and rights of children; Critical issues and challenges which children face; Stakeholders within the sector; Strategy development, strategy management and strategy monitoring and review processes and tools development; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Presenting and Communicating Information; Adhering to Principles and Values; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Relating and Networking; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant social policies and child rights tools; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

**DUTIES**

Support the championing of children's rights by applying advocacy strategies; Build strategic relationships with key government, civil society and academic stakeholders; Manage research with regards to the rights and interests of the children in the Western Cape; Conceptualise information and advice strategies on children’s rights for persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Assist the Commissioner to initiate or conduct investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Act; Develop strategic frameworks, policies and standard operating procedures which will enable the Commission to fulfil its functions; Report on the activities of the Children's Commissioner; Perform managerial tasks as required; Public budgeting; Ensure good governance.

**ENQUIRIES**

Ms D Reid - Donelle.Reid@westerncape.gov.za

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 05/245**

**ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 02/2021**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

An appropriate tertiary qualification (3-year National Diploma/B-Degree); A minimum of 3 years proven experience in a Records Management environment. Recommendation: A Records Management qualification at an accredited tertiary institution. Competencies: Knowledge of the following: Records Management and Project Management; Latest technological developments in the field of records management; Communication (written and verbal) skills; Strong leadership with specific reference to the ability to display thought leadership in complex applications; Strong conceptual and formulation skills; Research skills. Proven computer literacy in MS Office packages.

**DUTIES**

Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC), client departments: Manage the safe-keeping, storage, retrieval and disposal of all people management records for the CSC; Establish and maintain an electronic Records Management system. Management of the Archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre; Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; Review existing, or develop, new procedures for the People Management Registry; Conduct a Risk Analysis for the Registry Functions; Maintain the Registry Risk Register; Compile and maintain approved records classification system for paper-based and electronic records; Monitor and supervise the quantity and quality of outputs delivered by the Registry; Promote innovation of services, product and service delivery in the division and identify ways to improve the divisions operations.

**ENQUIRIES**

Ms H Ward at Tel No: (021) 483 5640

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 05/246

ASSISTANT DIRECTOR: PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 03/2021

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher) in Human Resource or related; A minimum of 3 years’ experience in Establishment Administration and PERSAL. Recommendation: Additional training certificates in PERSAL; Experience in matching and placing exercises and secretariat functions; Advanced excel ( pivots, formulas, charts etc); Report writing skills. Competencies: Knowledge of HR policies, Resolutions, Determinations and Legislation. Working with detail, analytical thinking, ability to conceptualise and innovative mindset; Excellent communication (written and verbal) and presentation skills; Research skills; Proven computer literacy.

DUTIES: Manage and supervise staff relating to PERSAL and Establishment administration and perform the more complex work in that regard: Establishment Administration - Transactional management: Correct and timeous post creation, amendments and abolishing in line with relevant authorisations (OD investigations and additional appointments); Establishment Administration - Project Management: implementation of new structures on Persal and render support services for personnel implications (e.g. matching and placement, upgrades, downgrades, excess, staff movements). PERSAL User Administration - Transactional Management: Correct and timeous management of user profiles and function relating to job purpose; Providing of PERSAL information & reports to clients; Provide advice on transactions based on in depth knowledge of PERSAL and HR policies. PERSAL User Administration - Project Management: Conduct audits on user access, finance interlinkages (BAS codes allocations), data integrity, migration and interphases. Perform managerial/supervisor tasks; Compile information for top management and provide people administrative information (including statutory reporting) relevant to job scope; Maintain databases; People management; People development (motivate, train and guide staff, monitor information capacity building) & Participation in recruitment and selection of staff; Leave management; Discipline & promote sound labour relations; Performance management of staff; Give strategic direction and manage policy issues with regard to the functions of the components under his/her command.

ENQUIRIES: Ms A De Vries at Tel No: (021) 483 2732
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/247

CHIEF NETWORK TECHNOLOGIST: TRANSVERSAL ICT INFRA OPERATIONS AND SERVICES REF NO: DOTP 04/2021

SALARY: R376 596 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years’ experience in ICT or related environment. Competencies: Knowledge of the following: Local Area Networks; Wide Area Networks; Mobile Data Communications and Wireless Networks; Server and storage systems; PC, notebooks and printer ( MS Operating Systems and services); Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and coordination skills; Decision making skills; Communication (verbal and written) skills; Planning and organising skills; Conflict resolution skills.

DUTIES: Plan, design, develop, implement and maintain (operate) the following: Network infrastructure (design advanced network solutions and with advanced technologies, Server and Storage infrastructure; Ensure that effective programme and projects documented, executed and the appropriate reporting takes place on the approved systems; Provide inputs into the development and planning of provincial ICT policy and strategy relating to infrastructure and ICT security and develop, co-ordinate and manage departmental ICT infrastructure and security policy, strategy, architectures, standards and processes; Liaising with client departments and service providers; Manage a team of professionals and service providers, directly or indirectly
ENQUIRIES: Mr E. Petersen at Tel No: (082) 620 2504 OR Mr J. Manasse at Tel No: (021) 483 3676

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

PROVINCIAL TREASURY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 01 March 2021

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 05/248: DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 01/2021

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

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: Master's degree in Economics/Finance/Business Administration/Public Policy; 5 years appropriate management experience; A valid Code 8/EB driver license, or alternative mode of transport for people with disabilities; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Knowledge of the following: Public Finance Management Act (PFMA); National and Provincial Government budgetary processes; Global, national and provincial economic environment; Strategic capabilities and leadership skills; Excellent planning and organizing skills; Good programme and project management skills; and Excellent communication skills (verbal and written) and the ability to communicate at all levels and across all sectors.

DUTIES: Drive the provincial Medium Term Expenditure Framework (MTEF) and annual budget process; Manage the formulation and publication of the Medium Term Budget Policy Statement (MTBPS) and Main Budget Overview; Provide economic analysis and advice to inform budget policy; Determine the impact of allocated resource on achieving the desired socio-economic outcomes; Recommend budget allocations that give expression to national, provincial and local government priorities; Review and evaluate budget proposals budget implications of policies and plans and recommend funding; and Effective strategic and human resource management within the Directorate: Provincial Government Budget Office

ENQUIRIES: Dr R Havemann Tel No: (021) 483 5715

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 01 March 2021
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 05/249 : ASSISTANT DIRECTOR: FACILITIES QUALITY ASSURANCE AND MONITORING REF NO: DSD 01/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher); A minimum of 6 years administrative experience. Competencies: Knowledge of the following: Residential care management and inspectorate regimes; Modern systems of governance and administration; Constitution, legal and institutional arrangements governing the SA public sector; Assessment system; Communication (written and verbal) skills; Proven computer literacy; The ability to render advice and guidance in an objective yet dedicated manner; Conceptual and formulation skills.
DUTIES : Manage and coordinate the compliance monitoring, registration compliance and risk as a Sub-directorate for the department through initiating relevant strategies and ensuring policy and standard operation procedure implementation; Drive internal and external quality assurance regimes; Drive all internal and external registration reviews and unregistered centre investigations; Establish and foster relationships with stakeholders both internal and external; Be the watchdog on reportable incidents compliance and risk management for the department and conduct high risk investigations and advise on the impact that there risks may pose; Human Resource Management.

ENQUIRIES : Ms M Jonkerman at Tel No: (021) 826 5972
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/250 : SOCIAL WORK POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 09/2021

SALARY : Grade 1: R363 801 - R407 625 per annum (OSD as prescribed)
Grade 2: R432 459 - R581 178 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation skills; Contract Management skill; Proven computer literacy; Written and verbal communication skills.
DUTIES : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPO's compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative /Programme Specific
Norms and Standards/ Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme/regions/Executive Authority/Head of Department; Registration and or designation of facilities/NPO/s/ child headed households / shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder Management / Relationship Management (International / National / Provincial / Local / regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Dr L Corrie at Tel No: (021) 483 4414
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/251: SOCIAL WORKER: SOCIAL WORK SERVICES (ATLANTIS) REF NO: DSD 02/2021

SALARY: Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Mr E October at Tel No: (021) 832 0731
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 05/252: SOCIAL WORKER: SOCIAL WORK SERVICES (DELFT) REF NO: DSD 03/2021

SALARY:
Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES:
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES:
Ms C Engel at Tel No: (021) 483 7675

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/253: SOCIAL WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 04/2021

SALARY:
Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as a Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES:
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES:
Ms C Engel at Tel No: (021) 483 7675

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that result in or stem from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

Ms C Engel at Tel No: (021) 483 7675

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 05/254**

SALARY

Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.
individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms V Swartz at Tel No: (021) 483 7961

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/255 : SOCIAL WORKER: SOCIAL WORK SERVICES (GUGULETHU) REF NO: DSD 06/2021

SALARY : Grade 1: R257 592 – R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms V Benjamin at Tel No: (021) 001 2626
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 05/256: ADMINISTRATION CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 08/2021

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Ms E Heydenrych at Tel No: (044) 814 1669

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 05/257: ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG), REF NO: DSD 10/2021 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.

DUTIES: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Mr A Mercuur at Tel No: (023) 348 5300

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

POST 05/258: STAFF NURSE: ROAR PROFESSIONAL SERVICES REF NO: DSD 07/2021

SALARY: Grade 1: R171 381 - R192 879 per annum (OSD as prescribed) Grade 2: R204 627 - R230 307 per annum (OSD as prescribed) Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years
appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

DUTIES: Development and implementation of basic patient care plans will entail: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care will entail: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures; Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources will entail: Order stock and equipment in a cost effective manner; Report loss or damage immediately; Appropriate care and use of equipment and consumables; Upkeep of an updated inventory list; Maintain professional growth/ethical standards and self-development will entail: Maintain the code of conduct as required in the public service and by the professional body; Seek learning opportunities; Provide evidence of self-development.

ENQUIRIES: Mr F Hendricks at Tel No: (021) 988 1138

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 01 March 2021

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 05/259: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: TPW 05/2021

SALARY: Grade A: R718 059 - R766 278 per annum (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis. Skills: Technical report writing; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) and People Management.

DUTIES: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and code of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according
to prescribed norms and standards; Ensure training and development of candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Administer performance management and development; Manage resources; Ensure adherence to regulations and procedures for procurement and contract administration; Monitor, control and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Liaise with other Directorates, regional offices and local authorities regarding contracts; Human capital development including training of technical staff; Office administration and budget planning; Provide inputs for standardisation of plans and project procedure manual; Monitor, control and report on expenditure and service delivery; Input towards improvement of standard documentation and administrative procedures; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Liaise with relevant bodies/councils on engineering matters; Keep abreast of new technological changes.

ENQUIRIES: Mr A. Nell at Tel No: (021) 483 2013
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/260: PROFESSIONAL ENGINEER (PRODUCTION LEVEL): PROGRAMME COORDINATION, REF NO: TPW 85/2020 R1

SALARY:
Grade A: R718 059 - R766 278 per annum (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed)

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving license. Recommendation: Proficient in the use of Bentley Open Roads Designer/Civil 3D or other design software packages; Experience across various design stages inception, concept, preliminary, detail for multidisciplinary design projects; Experience in: Compiling/preparing tender document specification; Supervising technical staff /teams; Project management and report writing. Excellent communication and team management skill. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Programme and project management; Strategic capability and leadership; Module equipment operating skills; Professional judgment; Networking; Financial management skills; Communication (written and verbal); Customer focus and responsiveness; Analytical skills; Proven computer literacy.

DUTIES:
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES: Mr A November at Tel No: (021) 483 3107
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/261: CONTROL (FIRE) ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MECHANICAL REF NO: TPW 04/2021

SALARY:
Grade A: R446 202 per annum, (Salary will be determined based on post registration experience as per OSD prescribed)
**CENTRE**: Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS**: National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 6 years post qualification technical (engineering) experience. A valid code B driving license. Competencies: Technical: Project Management; Technical design and analyse knowledge; Research and development; computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Financial management; Customer focus and responsiveness; Communication (written and verbal) skills; Planning and organising; People management; Public sector procurement; Willingness to travel on a regular basis; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations; of Occupation Health and Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Good interpersonal relations, decision making, analytical, team leadership and financial management skills; Computer literacy (MS Office); Ability to work under pressure.

**DUTIES**: Render technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance of technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Promote fire safety; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

**ENQUIRIES**: Mr I Haupt at Tel No: (021) 483 6453

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 05/262**: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION REF NO. TPW 10/2021

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

**CENTRE**: Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years relevant experience in Supply Chain Managements and/or Fleet administration environment; A valid code B (or higher code) driving license. Recommendation: Knowledge and experience of BAS, LOGIS, Electronic Purchasing System (EPS, I-Plant or related systems). Competencies: Knowledge of the following: National and Provincial government rules, regulations and legislation pertaining to supply chain management; Computer literacy in MS Office Package and in Financial Systems i.e. BAS, LOGIS or related systems; Proven experience of general office administration; Report writing and formulations skills; Knowledge of labour relations and Public Service procedures; Planning and organising skills; Written and verbal communication skills.

**DUTIES**: Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain; Execute all governance related matters in relation to Bid Committees; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for goods and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Conduct risk assessment on the SCM System and develop and implement a risk response plan; Take responsibility for acquisition management which includes the compilation and compliance of bid documentation, receipt and opening of bids, evaluation and adjudication, awarding of bids and contract administration; Maintain all processes and procedures in relation to logistics management inc. requisition and capturing of goods and services, placing of
orders, receiving and distribution of goods, store management and disposal management; Maintain all processes and procedures in relation to inventories management and movable/immovable assets.

ENQUIRIES : Ms M. Van Wyngaardt at Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

POST 05/263 : ASSISTANT DIRECTOR: LOGISTICS REF NO: TPW 21/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years’ experience in Supply Chain Management/Logistics or similar environment. Recommendation: Working knowledge of systems. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management legislation; Accounting standards; Proven computer literacy; Verbal and written communication skills.

DUTIES : Establish, develop and implement: A logistics and moveable asset management systems; Effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures compliant with application legislative requirements; Ensure that the LOGIS system is effectively utilised for provisioning, stock control and reporting in compliance with users and legislative requirements; Ensure the Vulindlela System is effectively utilised as a management information system to monitor and report on revenue; Manage the performance of assigned personnel to achieve (agreed) Key Result Areas (KRAs) that are derived from the Sub-Directorate's work plan/ project plans; Manage all projects allocated to the directorate; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information by applying tools and technologies to inform decision making in government operations.

ENQUIRIES : Ms S Andrews at Tel No: (021) 483 5180
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncape.gov.erecruit.co

POST 05/264 : ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) REF NO: TPW 86/2020 R1 SYSTEMS (X2 POSTS)

SALARY : Grade A: R363 894 - R392 283 per annum
              Grade B: R414 189 - R446 202 per annum
              Grade C: R473 574 - R557 856 per annum
              (Salary will be determined based on post registration experience as per OSD prescript).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving license; Compulsory registration with ECSA as a Professional Engineering Technologist. Or have submitted with ECSA for Professional registration as a Professional Engineering Technologist. (Proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineering Technologist will then be applicable within 6 months from appointment. Recommendation: Public Sector experience/exposure minimum of one-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure of financial, human resource, supply chain, contract-, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender
documents and supervising technical staff /teams. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

**DUTIES**

Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

**ENQUIRIES**

Mr J Neethling at Tel No: (073) 952 9707

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 05/265**

**ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLEVILLE REF NO: TPW 12/2021 (X2 POSTS)**

**SALARY**

Grade A: R311 859 - R332 799 per annum
Grade B: R353 226 - R380 775 per annum
Grade C: R402 045 - R473 574 per annum
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Engineering or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification technical (Engineering) experience. A valid Code B (or higher) driving license. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).

**DUTIES**

Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

**ENQUIRIES**

Ms M. Van Wyngaart at Tel No: (021) 959 7700

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 05/266**

**CHIEF WORKS INSPECTOR: (BUILDING) GENERAL INFRASTRUCTURE REF NO: TPW 24/2021**

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B driving license. Recommendation: Appropriate completed apprenticeship or successful passing of an official trade test with appropriate experience within the building environment. Competencies: Knowledge and understanding of the following: Preparation of tender documentations and
specifications; Adjudicate tenders, plans and working drawings; Ability interpret Bills of Quantities; Good verbal and written communication skills; Good interpersonal relations; Proven computer literacy (MS Office); Technical experience of building matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations.

**DUTIES:**
- Undertake inspections of buildings and compilation of reports;
- Assist with the preparation of budget;
- Provide estimates of costs for proposed maintenance and minor work projects;
- Prepare tender documentation and specification;
- Supervise and exercise quality control on projects: Manage contract administration.

**ENQUIRIES:**
Mr A Davis at Tel No: (044) 813 2801

**APPLICATIONS:**
- Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 05/267**
**INSPECTOR (COMPLIANCE MONITORING): TRAFFIC LAW ADMINISTRATION (METRO) REF NO: TPW 06/2021**

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

**CENTRE:**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS:**
- An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher);
- A minimum of 2 years relevant experience;
- A valid code B driving license.
- Recommendation: Appropriate Road Traffic legislation experience;
- Relevant NaTIS experience;
- Registration as Examiner of vehicles and /or Examiner for Driving Licenses.
- Competencies: Knowledge of the following:
  - National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000;
  - National Traffic Information System (NaTIS);
  - Driver Fitness, Vehicle Fitness testing processes;
  - Auditing or investigation skills;
  - Proven computer literacy (MS Word, MS Excel and MS Outlook);
  - Investigation and inspection skills;
  - Good written and verbal communication skills;
  - Planning, organising and research skills.

**DUTIES:**
- Perform audits in line with Annual Performance Plan targets;
- Audit testing and issuing of driving licences and motor vehicles for roadworthiness;
- Liaison and communication with various clients / stakeholders and compiling detailed audit reports with findings and recommendations;
- Perform follow up audits to ensure recommendations are implemented;
- Monitor implementation, compliance and progress in respect of National Road Traffic Act and related legislation to perform an effective service at relevant testing centres and stations.

**ENQUIRIES:**
Mr CC Majiedt at Tel No: (021) 483 2073

**APPLICATIONS:**
- Only applications submitted online will be accepted. To apply submit your application online only: via [http://www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**POST 05/268**
**TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT - WEST COAST REF NO: TPW 23/2021**

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

**CENTRE:**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS:**
- An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience; A valid code B manual driving licence.
- Competencies: Knowledge of the following:
  - Principles and processes for providing customer and personal services;
  - Principles in planning, resource allocation, human resources, leadership, production methods and coordination;
  - Public service reporting procedures;
  - Financial Management;
  - National, provincial and departmental policies, prescripts and practices regarding EPWP;
  - Understanding of EPWP NYS guidelines and NQF systems;
  - Proven computer literacy (MS Office);
  - Communication (written and verbal) skills;
  - Interpersonal relations;
  - Report writing and formulation skills; Problem solving and decision making skills; Record keeping skills.

**DUTIES:**
- Coordinate and oversee stakeholder liaison in the region;
- Represent EPWP/SDU and participate in municipal/district forums;
- Manage and oversee the recruitment and selection process of learners for the SDU programme;
- Promoting and marketing of training opportunities by liaising with stakeholders;
- Contract Management: Monitor SDU contracts with learners, training providers and host employers;
- Manage and oversee sourcing of host employers; Manage learners performance and programme implementation in the region;
- Facilitate disciplinary processes according to learners code of conduct; Finances:
Facilitate and provide input in developing budget line needs, including financial functions and the processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet; Arrange, request and monitor payments of transport and accommodation allowances; Provide strategic inputs to the annual SDU budget as well as project budgets.

ENQUIRIES : Ms P Jenniker at Tel No: (021) 483 8551
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/269 : ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP REF NO: TPW 13/2021 (X2 POSTS)

SALARY : Grade A: R190 653 - R211 596 per annum
Grade B: R224 574 - R249 246 per annum
Grade C: R262 176 - R324 708 per annum
(Salary will be determined as per OSD prescripts).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate; A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.

ENQUIRIES : Ms M. Van Wyngaart at Tel No: (021) 959 7700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co