PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2021
DATE ISSUED 26 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 candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

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

4 SMS pre-entry certificate

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

AMENDMENTS

GAUTENG: DEPARTMENT OF HUMAN SETTLEMENTS: Kindly note that the post of Service Level Manager: ICT Operations with Ref No: Refs/007931 advertised in Public Service Vacancy Circular 06 dated 19 February 2021, was advertised with the wrong reference no. The correct reference no is Refs/007951. The closing date will be extended to the 19th March 2021.

NORTH WEST: OFFICE OF THE PREMIER: Kindly note that the post of Personnel Practitioner: Human Resource Administration (Condition of Service), Ref No: NWP/OOP/2021/04 which was advertised in the Public Service Vacancy Circular No.05 of
2021 dated 19 February 2021 with a closing date of 05 March 2021 is a permanent employment. The closing date is extended to 12 March 2021 and the Valid Driver’s License and willingness to travel are not part of the inherent requirements.
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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: 19 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.

OTHER POSTS

POST 07/01: DEPUTY DIRECTOR (PROCUREMENT): REF NO: DBE/23/2021

Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

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

CENTRE: Pretoria

REQUIREMENTS: Three year relevant (NQF Level 6) post matric qualification or equivalent qualification in Supply Chain Management/ Procurement/ Logistics/ Finance qualification or any related qualification plus a minimum of 4 years’ relevant experience at a supervisory/middle managerial level position within Procurement, sound knowledge of Basic Accounting System (BAS) as well LOGIS. Sound knowledge of and understanding of Public Finance Management Act 1999 (Act 1 of 1999) (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework (PPPFA), Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations, Broad Based Black Economic Empowerment Act, State Information Technology Act and the related regulations Computer literate (MS word, Excel & Power Point). Ability to work under pressure. Understanding of government procurement systems and processes, Understanding and interpretation of applicable systems and Central Supplier Database (CSD). A valid driver’s license will be an added advantage. Required Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organizing and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Interpersonal relations. Personal Attributes: 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/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES: The successful candidate will be responsible for ensuring compliance in terms of Supply Chain Management processes and procedures; Managing and control the acquisition function in relation to goods and services and Assets; Managing and supervising the procurement section, provisioning and transit section, travel and accommodation, cellphone and 3G section, leasing and handling of photocopier
machines account; Overseeing the utilization of the Central supplier Database in the quotation processes; Designing and implementing measures to eliminate fraud and corruption within SCM processes; Providing progress to the end user regarding the submitted requests for goods, services and assets; Advising the Department on SCM Matters, developing, implementing and maintaining policies; Preparing management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes; Responding to and resolve audit queries; Verifying and monitoring of compliance on transactions; Liaising with line managers and suppliers; Preparing and compiling data for quarterly reporting; disclosure notes as well as payment to suppliers within 30 days; Performing any other work as required.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE: Short listed candidate may be required to undergo a writing test and may be subjected to a security clearance.

POST 07/02: CHIEF PROVISIONING ADMINISTRATION OFFICER (PROCUREMENT) REF NO: DBE/17/2021
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in a possession of a Senior Certificate or equivalent qualification, plus two (2) years’ experience as Logis System Controller. Qualification in Supply Chain Management, Procurement, Logistics and/or Finance related qualification will be an added advantage, supervisory experience and knowledge of Basic Accounting System (BAS) as well LOGIS SYSCON; Sound knowledge of and understanding of Public Finance Management Act 1999 (Act 1 of 1999) PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act 2005 (Act 5 of 2005) PPPFA) and the related regulations; Computer literate (MS word, Excel & Power Point); Ability to work under pressure; Excellent interpersonal relations and communication skills; A valid driver’s license will be an added as an advantage.

DUTIES: The successful candidate will be responsible for managing LOGIS related activities within the unit, Logis System Controller (SYSCON); Liaising with LOGIK CENTRE and attending to all LOGIS related workshops. Attending and assisting with all Logis related challenges within the Unit and liaising with LOGIK CENTRE to resolve them. Coaching and guiding staff on all Logis / CSD related activities, download and providing Logis reports as may be requested; Monitoring and coordinating the Logis procurement processes within the unit; Monitoring Logis captured transactions at the warehouse and transit point; Monitoring receipts of invoices from suppliers and from End Users and ensuring that payments to suppliers are made within 30 days; Keeping up to date with Logis compliance and liaising with all relevant stakeholders within and out of the unit. Performing any other duties as requested by managers.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE: Short listed candidate may be required to undergo a writing test and may be subjected to a security clearance.
ANEXURE B

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein. Email: Jobs-GP@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng
CLOSING DATE : 15 March 2021 at 16:00
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. 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 initialed 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)

OTHER POSTS

POST 07/03 : DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/02/04

SALARY : R733 257 per annum (All inclusive)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years tertiary qualification in Risk Management/ Auditing or Accounting or Economics Two (2) years management experience. Three (3) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Finance

**DUTIES**

- Develop and ensure implementation of Risk Management and Anti-Fraud Strategy.
- Develop Plans for risk assessment and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption Conduct risk research and analysis. Manage all resources within the Unit.

**ENQUIRIES**

- Mr TJ Mokomatsidi Tel No: (011) 853 0301

**POST 07/04**

- **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/01/06**

**SALARY**

- R470 040 per annum

**CENTRE**

- Provincial Office: Gauteng

**REQUIREMENTS**


**DUTIES**

- Monitor the implementation of programmes, work plans and policies for Employment Equity Act and regulations, Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act matters. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the unit.

**ENQUIRIES**

- Adv M Msiza Tel No: (012) 309 5256
DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES

APPLICATIONS: Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. For Eastern Cape, KwaZulu-Natal and Free State posts: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 23 March 2021

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver’s license is requirement, a certified copy must be attached in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 07/05: DIRECTOR: ATMOSPHERIC POLICY, REGULATION AND PLANNING REF NO: CCAQ03/2021

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree in Natural/Physical Science or an equivalent relevant qualification (NQF7) plus a minimum of five years middle management experience in the field of air quality management. A post graduate qualification and/or specialist qualification relating to air quality management will serve as an added advantage. Specialist knowledge of: Government’s environmental quality and protection-related policies, priorities and strategies air quality matters and air quality management in particular components of the air quality governance cycle as described in the 2007 National Framework for Air Quality Management with respect to national policy, strategy and legislation. General Knowledge of: All environmental issues, especially those relating to the air Planning and budgeting methodologies Business and project plan monitoring and reporting methodologies General management practices.

DUTIES: The Department of Environment, Forestry and Fisheries is looking for a dynamic senior manager with an air quality management background to lead the Atmospheric Policy, Regulation and Planning Directorate. In addition to carrying out standard management functions, the successful applicant will ensure that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. To this end, the successful applicant will be responsible for the following key performance areas: (i) National policy, legislation, regulation, development and review (ii) Atmospheric Norms and Standards (iii) Air Quality Management Planning, (iv) Priority Area Planning and Review; and (v) Ensuring that all governmental interactions in respect of air and atmospheric quality are informed by technical information of the highest quality standards.

ENQUIRIES: Dr T Khumalo Tel No: (012) 399 9187
POST 07/06: DIRECTOR: LABOUR RELATIONS REF NO: CMS06/2021

SALARY: R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE: Pretoria
REQUIREMENTS: Bachelor's Degree/ Advanced Diploma in Labour Relations or equivalent relevant qualification (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have five (5) years of experience at middle management level. Understanding of relevant legislation and regulatory framework. Knowledge of strategic planning and budgeting. Project management skills. Service oriented. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Ability to work under pressure and long hours.
DUTIES: Manage the development and maintenance of labour relations strategies and policies. Oversee the implementation of grievances and misconduct processes. Manage labour disputes and provide support in litigation cases. Manage and coordinate collective bargaining processes (e.g. DBC and other activities).
ENQUIRIES: Ms P Luphondo Tel No: (012) 399 9516

OTHER POSTS

POST 07/07: DEPUTY DIRECTOR/REGIONAL PROGRAMME LEADER: NATURAL RESOURCES MANAGEMENT PROGRAMMES REF NO: EP9012/2020

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Eastern Cape
REQUIREMENTS: An appropriate 3-year Bachelor's Degree/Diploma in Natural Sciences/Environmental Management plus 3-5 proven relevant experience in natural resource management planning and implementation. Knowledge and experience in operational natural resource-based rural development middle management. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). People Management, Change Management and Empowerment skills. Strong strategic planning and leadership skills. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Negotiation skills and an ability to interact at all relevant levels in provincial, local government, the private sector and with landowners and land-users. Human Resources Management experience. Able to work under pressure, long hours and travel extensively.
DUTIES: The incumbent will be expected to Manage the Natural Resource Management Regional Office for the Eastern Cape Province including Working for Water and its sub programmes, Support the Director: Operations Southern Regions in the ongoing development of the Working for Water programme in the province: Manage the Working for Land, Working for Energy and Working for Forests Programmes in the Province, Provide financial management for the budget responsibilities in a manner that will ensure both optimal outcomes and a clean audit. Prepare and manage region/province budgets, operational plans, long-term treatment plans and project annual plans of operations and oversee Financial Management related to the implementation of projects in the province. Manage Cross-cutting Functions of the Programmes of the Branch in the Province, Manage and Promote co-operative governance in the Province. Promote Cooperative Governance in the Province by ensuring provincial alliance with policies and strategies of key organs of state within the province.
ENQUIRIES: Ms D Soginga Tel No: (021) 441 2731

POST 07/08: DEPUTY DIRECTOR: FORESTRY DEVELOPMENT REF NO: FOM01/2021

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Eastern Cape
REQUIREMENTS: A Bachelor's Degree in Forestry/ Developmental Studies (NQF6) or equivalent relevant qualification. 3-5 years' experience. Knowledge of housing management, knowledge and understanding of the State Forest Act, National Forest Act (NFA)

**DUTIES**
Manage the socio-economic development of the Forestry sector. Manage the identification, facilitation and implementation of integrated Forestry Development interventions with other stakeholders. Participate in other stakeholder initiatives related to community development with regards to Forestry Development. Identify programmes that will assist with creating economic development opportunities in communities through needs assessments. Management and implement Forestry Development Programmes and Projects. Ensure sustainable management of the state nurseries. Implement greening initiatives (1 million tree) programmes. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO’s) and private individuals and communities to ensure long term commitment to land under Forestry Programmes. Ensure the integration of Forestry Development into Local, Provincial and National Government Development spheres. Management the resource of the Sub directorate (Physical, Human and Financial).

**ENQUIRIES**
Ms Kim Wier Tel No: (082) 887 2098

**POST 07/09**
DEPUTY DIRECTOR: CHINA-SOUTH AFRICA AQUACULTURE TECHNOLOGY DEMONSTRATION CENTER REF NO: FIM25/2020
(3 Year Contract)

**SALARY**
R733 257 per annum (An all-inclusive annual remuneration package)

**CENTRE**
Gariep Dam, Free State

**REQUIREMENTS**
A National Diploma/ Bachelor degree in Aquaculture or Natural qualification. Minimum of three (3) years’ experience within the Aquaculture field. Knowledge on aquatic environment and biology. Knowledge and understating of aquaculture systems. Understanding of environmental management and its application to aquatic environment. Knowledge of project planning and management. Knowledge of research methodologies and concepts. Supervisory experience.

**DUTIES**
Oversee aquaculture research and development activities at China-South Africa Aquaculture Technology Demonstration Centre. Coordination and execution of aquaculture training at the China-South Africa Aquaculture Technology Demonstration. Coordination and facilitation of production demonstration for freshwater fish species at the China-South Africa Aquaculture Technology Demonstration Center. Oversee breeding and hatchery management of the all fish species farmed at the ATDC. Provide technical support and extension services for freshwater aquaculture farms in the Free State Province and surrounding areas. Identify state funded aquaculture project within the Free State Province and ensure provision of technical support in partnership with relevant stakeholders. Oversee all administrative and management processes of the China-South Africa Aquaculture Technology Demonstration Center. Human capital management

**ENQUIRIES**
Ms K Morake-Makhalemele Tel No: (082) 407 4420

**POST 07/10**
DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: CMS07/2021

**SALARY**
R733 257 per annum (An all-inclusive annual remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
Applicants must have a Degree or National Diploma in Labour Relations or equivalent relevant qualification. A minimum of 3-5 years’ experience in the related field. Knowledge of Labour Relations Act, Public Service Act, Public Service Regulation. Understanding of labour relations and HR practices and processes. Knowledge of project management and policy development. Skills required: Programme and project management; Change management; Strategic management; Planning, organising and coordination; Sound research, Analytical and decision-making; Computer literacy. The ability to work under pressure and long hours.
DUTIES: Manage and monitor the management of the disciplinary, grievance or incapacity policies or guidelines. Provided management support in the analysis and investigation of misconduct cases. Quality assurance of submissions, investigation reports, charges and outcomes. Quality assures submission, reports for approval of recommendation. Secure mandates on cases from principals before the sitting. Advise line managers on informal discipline within 3 days of receipt of request. Prepare appeal documentation for the DDG: CMS as Appeal Authority. Ensuring grievance is investigated and outcome processed and communicated. Advise Appeal Authority on Misconduct Appeals within 30 days of appeal. Provide advice to supervisors and managers on labour relations. Manage and co-ordinate the handling of disputes. Represent the Department at conciliation and arbitration. Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department. Ensure employer representative on disputes. Identify and advice on motivations to be done of services procured for dispute cases. Manage training and development in labour relations. Ensure facilitation of information sessions for branches with challenges on employment relationship. Ensure facilitation of monthly code of conduct inductions. Advise Managers and supervisors on management of discipline in the workplace especially progressive discipline. Manage and facilitate training and development of investigators, initiators and presiding officers. Manage and co-ordinate support to the Departmental Bargaining Chamber. Represent the Department at the Departmental Bargaining Chamber (DBC). Ensure that minutes are taken during the multilateral meetings and ensure inputs made are addressed accordingly. Ensure that policy drafters are available on workshops for the renewal of policies.

ENQUIRIES: Mr L May Tel No: (066) 383 2837

POST 07/11: DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT REF NO: CMS11/2021

SALARY: R733 257 per annum (An all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognized three (3) year Degree/National Diploma in Public Administration or equivalent relevant qualification coupled with 5 years’ experience in related field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning; Business planning; professional report writing. Knowledge of policy development; Business process management; knowledge Organization performance management and Risk management. Knowledge and understanding audit procedures; Research methodologies and presentation. Good Project management. Knowledge of accessing and operating the computerized post tracking system; Formats and routes of documentation throughout the department; Quality Control of documents and EDMS. Knowledge and understanding of hierarchy and management structure of the department and Different specialized fields of the branches and chief directorates expertise and responsibility. Policies, legislation and procedures; Public Service and Departmental procedures and prescripts. Planning and performance management legislation. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and Technical writing skills. Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; highly developed sense of honesty and Protect the confidentiality of documents.

DUTIES: Ensure budget and procurement administration. Provide strategic planning support and office management. Ensure compliance and manage reporting for office of the DDG. Liaise and develop relationship within internal and external stakeholder.

ENQUIRIES: Ms T Sobayeni Tel No: (012) 399 8748

POST 07/12: SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS10/2021

SALARY: R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
CENTRE
REQUIREMENTS
National Diploma in Labour Relations or relevant qualification. A minimum of 2-3 years’ experience in the related field. Introduction to Persal certificate. Knowledge of disciplinary code and procedures; Grievance; mediation and arbitration procedures. Public Service legislation and resolutions. Skills required: Programme and project management; Conflict resolution; Sound organising and planning; Interpretation and application of legislation and policies; Communication (written and verbal) and computer literacy. The ability to work under pressure and long hours.

DUTIES
Handle misconduct cases. Conducting investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Generate submission communicating outcomes of grievance investigations. Advise employees on grievance process. Facilitate the appointment of Investigation officers. Communicate grievance outcome. Provide advice and development of labour relations matters. Identify gaps and advise on training required for Managers and supervisors. Identify and facilitate training for branches with challenges on employment relationship. Coordinate workshops on ER processes. Handle dispute case effectively. Facilitate the resolution of disputes. Monitor the filling of all notices received for disputes. Draft submission of employer representative on disputes. Identify and advice on motivations to be done of services procured for dispute cases. Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders. Represent the Department at the Departmental Bargaining Chamber (DBC). Take minutes during the bilateral meetings and ensure inputs made are addressed accordingly. Liaise with policy drafters for availability on workshops and do follow-up on revised policies. Communicate venue for the DBC and bilateral to members. Submit Collective agreements to the Council. Generate Grievance reports to PSC. Communicate Monthly reports to Branches. Ensure that all grievance, misconduct and dispute cases are captured on Persal. Update and manage database.

ENQUIRIES
Mr L Motsepe Tel No: (012) 399 8681

POST 07/13
OFFICE ADMINISTRATOR III: OFFICE OF THE DIRECTOR GENERAL
REF NO: ODG06/2021

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

CENTRE
Pretoria

REQUIREMENTS
Degree/National Diploma in Administration/Public Management or equivalent field 2-3 years’ experience in Administration or related field. Knowledge of Administration procedures; financial management; Project management; Batho Pele Principles – service delivery; minute taking; computer literacy; interpersonal skills; organizing skills; presentation and facilitation skills, communication and problem solving skills.

DUTIES
Render Secretarial and receptionist support to the Office of the DG (ODG): Ensure no clashes of dates and confirm all appointments at least 1 day prior to the appointment; Accept/decline invitations Scheduling appointments; Confirm responses to invitations in writing or telephonically; Diarising temporarily before confirmation; Diarises all appointments for the DG within 1 day of the confirmation; Scheduling DG’s meetings with Branches and Public Entity Executives; Effective minute taking, typing and prompt distribution thereof provide administrative support to the ODG: Submit leave forms to HR Leave Section through EDMS, Submit claims to Finance Section (S&T, cell phone, 3G etc.; Ensure that all officials in the ODG receive and sign for their salary slips, distribute telephone accounts to officials and consolidate the spreadsheet and submission; Corresponding with officials in a prompt, clear and confidential manner; EDMS Processing of submissions; Assist with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any Adhoc request for inputs. Provide document management support in the ODG: Manage correspondence by receiving and distributing documents; Assist with mailing, faxing filing and distributing of documents; Draft correspondence (External/External Memos, Submissions, Presentations), Record all incoming and outgoing correspondence from the ODG in the register; Ensure that documents are hand delivered or posted and signed for;
Provide logistical support services to the ODG: Make proper travelling arrangements, accurate flight, car rental and accommodation arrangements for the DG and officials in the ODG; Submit advance request to Finance when required; Make Logistical arrangements for the meetings (confirm the date, time and venue for the meeting); Distribute the agenda and relevant documentation prior the meeting; Prepare tea or refreshments for the meeting when required, Obtain petty cash form Finance for purchasing of refreshments required. Provide Client Liaison support.

ENQUIRIES : M Sharief Starke Tel No: (012) 399 9032

POST 07/14 : OFFICE ADMINISTRATOR III REF NO: CMS10/2021

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

CENTRE : Pretoria

REQUIREMENTS : A Degree/National Diploma in Administration/Public Management or equivalent qualification. A minimum of 2-3 years’ experience in Administration or related field. Knowledge of Administration procedures, financial management, Project management, Batho Pele Principles – service delivery and Minutes taking. Computer literacy, Interpersonal skills, Organizing skills, Presentation and facilitation skills, Communication and problem solving skills.

DUTIES : Render Secretarial support to the DDG: Ensure no clashes of dates and confirm all appointments at least 1 day prior to the appointment, Accept/decline invitations, Scheduling appointments, Confirm DDG’s response to invitations in writing or telephonically, Diarizing temporarily before confirmation, Diarize all appointments for the DDG’s within 1 day of the confirmation, Scheduling DDG’s Unit Meetings, Effective minute taking from DDG’s diary book, typing and prompt distribution thereof. Provide administrative support to the DDG’s Office: Submit Leave forms to HR Leave Section through EDMS, Submit claims to Finance Section (S&T, cell phone, 3G etc.), Ensure that all officials receive and sign for their salary slips, Distribute telephone accounts to officials and consolidate the spreadsheet and submission to Office of DDG CMS for Branch Meetings, Distributing documents in prompt, clear and confidential manner, EDMS Processing, Assist with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any Adhoc request for inputs. Provide document management support in the office of DDG: Manage correspondence by receiving and distributing documents, Assist with mailing, faxing filing and distributing of documents, Draft correspondence (External/External memos, Submissions, Presentations), Record all incoming and outgoing correspondence from the DDG in the register book, Ensure that documents are hand delivered or posted and signed for, Drafting and amending of submissions where required and compiling of reports where necessary. Render logistical Arrangement support services: Make proper travelling arrangements for the DDG, Make accurate flight, car rental and accommodation arrangements for the DDG, Submit advance request to Finance when required, Make Logistical arrangements for the meetings/workshop (confirm the date, time and venue for the meeting), Distribute the agenda and relevant documentation prior the meeting, Prepare tea or refreshments for the meeting when required, Obtain petty cash form Finance for purchasing of refreshments required. Provide Client Liaison support: Proper screening of calls and management of e-mails, Exchange detailed information regarding departmental policies/strategies, Provide good response to the queries and handle classified documents according to the security regulations, Ensure that all e-mail messages do reach the DDG if she is not available to reply, messages will be forwarded to immediate superiors for attention or copies are printed for her further perusal later, Internal liaising with officials to provide good response to the queries.

ENQUIRIES : Ms T Bhunu Tel No: (012) 399 9946
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 Lethogonolo Tshose

CLOSING DATE: 12 March 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 license 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 07/15: DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 3/1/5-21/15

Directorate: Risk Management

SALARY: R733 257 per annum (Level 11), (All-inclusive salary 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 years should be at 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 license 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 Sizakele Sibiya Tel No: (012) 473 0123

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

**POST 07/16**: SENIOR ACCOUNTING CLERK: TRANSPORT REF NO: 3/1/5- 21/16

**Directorate: Finance**

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of a three year National Diploma (NQF Level 6) or Degree (NQF level 7) in Public Finance/Commerce with Accounting as a major subject. Two (2) years working experience in a financial environment. Applicant must have the ability to work under pressure, good writing and communication skills and knowledge of the Public Sector Finance; including suspense accounts, the Basic Accounting System (BAS), National Treasury Regulations and understanding of the Public Finance Management Act (PFMA). Applicant must be in possession of a valid driver’s license. Applicant must be computer literate and must have good interpersonal skills. Knowledge of Word, Excel and Power point. Language proficiency in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills.

**DUTIES**: The successful candidate will be required to ensure effective management of GG Transport, including monthly payments of GG Transport invoices and the monthly reconciliation of GG Transport expenditure. Payment of invoices from Chauffeur Drive Companies. Administer the subsidized motor transport scheme, including payments of claims for officials who are out of Scheme A; compile and send log sheet summary of subsided vehicles to the external service provider for payment; capture transactions on BAS and effect transactions relating to the administration of Subsidised Motor Transport; serve as a scribe to the Subsidised Motor Transport Committee Meetings. The incumbent will provide transport related information and submit reconciliations for the compilation of the interim and annual financial statements. Keep statistics and compile reports for the monthly CFO meeting and Financial Control Forum, adhere to internal and external deadlines and assist with transport related tasks such as capturing payments on BAS. Ensure compliance to all internal and external due dates, National Treasury prescripts, the Public Finance Management Act (PFMA), Treasury Regulations, GCIS Financial Policies, as well as the Directorate’s Business Plan objective, outputs and priorities relating to the Financial Administration sub-directorate.

**ENQUIRIES**: Mr Eutychus Sebati Tel No: (012) 473 0082,

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

**APPLICATIONS**: DHET01022021@dhet.gov.za  
**CLOSING DATE**: 12 March 2021  
**NOTE**: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver’s license (where is required) as one document in a PDF format. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course.sms-pre-entry-programme/. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered.

### MANAGEMENT ECHELON

**POST 07/17**: DEPUTY DIRECTOR-GENERAL: UNIVERSITY EDUCATION REF NO: DHET/01/02/2021  
**SALARY**: R1 521 591 per annum (Level 15) (All-Inclusive Remuneration Package)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: An appropriate bachelor's degree/advanced diploma (NQF Level 7 and a postgraduate qualification. Master’s degree (NQF Level 9), with a strong policy planning, monitoring and evaluation focus. Minimum of 8-10 years proven experience at senior managerial level in post-school education and training and/or human resource development sectors. A relevant doctoral degree in the education/natural sciences/humanities or management fields will be a distinct advantage. Proven experience in policy development, management and institutional support, research and innovation in higher education. Knowledge of the public and private higher education sector in skills development and innovation. Good understanding of the strategic thrust and role of higher education, science and innovation within the economy. Acumen and understanding of the transformation challenges within the post education and training sector. Solid understanding of the dialectic relationship between the fourth industrial revolution and higher education and research. Strong stakeholder engagement skills with high level strategic management and leadership capabilities. A good understanding of the policy and legislative environment as well as socio-economic growth and development goals locally and internationally that impact on higher education. Excellent knowledge of key education legislation in the post-school education and training sector. A valid driver's license and a pre-entry certificate into SMS within the public service.
DUTIES : The successful candidate will report to the Director-General. Responsible for proactive leadership, professional guidance and strategic collaboration through timely and effective needs analysis and consultation with relevant national and international higher education stakeholders and others branches within the Department, in order to steer the development of a diverse and differentiated higher education sector. Monitor and evaluate public and private higher education sector achievement with respect to national government’s statutory responsibilities and plans, socio-economic growth policies, transformation imperatives, and resources allocation, as defined in the Department’s strategy and operational plan. Research and develop policies and plans for a strengthened, coherent and responsive higher education sector, including the development and regulation of the private higher education and national higher education colleges sectors. Ensure effective national university academic and physical planning and the equitable allocation and management of financial resources, including transfers to public higher education institutions, under the DHET, National Higher Education Institutes and public entities. Ensure a diverse, relevant accessible and efficient public higher education system through effective and advanced data analytics. Monitor and evaluate public higher education institutions, institutes and public entities use of public funds. Develop and implement effective policies and regulatory frameworks to ensure good governance, management practices and meaningful transformation and a productive use of funds and application of monitoring systems to identify problems and enable proactive support and intervention where applicable. Ensure support and provide strategic sector engagement and guidance to universities, National Institutes for Higher Education and relevant public entities on effective institutional governance management practices and where appropriate student leadership; and provision of timely support, relevant policy and statutory compliance. Develop teaching, learning, research and capacity in public universities. Enhance student access and success through a focus on teaching and learning development. Develop a comprehensive national teacher education and development system as a sub-system of the higher education system that produces lecturers, teachers and education practitioners in line with national and provincial needs. Ensure implementation of Departmental policies for social inclusion, equity, disability, distance learning and career guidance are effectively implemented through the branch and its partner institutions. The ability to create an environment for higher-performance culture and work ethic among staff. Programme and project management skills, and ability to manage diverse stakeholders (including government, legislature, industry, university sector, labour, co-operatives, SETAs and SMEs).

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

NOTE : Disclaimer Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
**ANNEXURE F**

**DEPARTMENT OF MILITARY VETERANS**

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

**APPLICATIONS**

Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliverer at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.

**FOR ATTENTION**

The Acting Director: Human Resource Management

**CLOSING DATE**

12 March 2021 at 15h30

**NOTE**

Applications must be submitted on a Z83 Form, obtainable from any Public Service Department or on the internet at http://www.dmv.gov.za/documents/Z83.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as certified copies of all qualification(s), Matric certificate and ID-document and Driver’s license (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of her/his Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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.

**MANAGEMENT ECHELON**

**POST 07/18**

**DIRECTOR: LEGAL SERVICES REF NO: DMV2021/2-01**

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (All inclusive)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelors Degree in law (LLB) or equivalent qualification. At least five (5) years’ experience at middle management level as a Deputy Director executing legal related functions. Certificate for entry into the Senior Management Service. Knowledge in Legal processes and systems. Government wide policies. Ability to interpret and apply policies and legislation. Drafting of Legislation will be an added advantage. Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation and Project Management. Personal attributes: Interpersonal relations, Integrity, courteous, responsive, fairness, credibility, commitment and compassionate.

**DUTIES**

Manage the provision of legal advisory services to the department. Manage the preparations and drafting of legal opinions. Manage the drafting and compilation of legal documents, i.e. tender documents, contracts, memoranda of understanding and agreements and give advice on interpretations and execution of powers. Ensure liaison and consultation with legal advisors and experts. Manage the production and drafting of legislation and accompanying memoranda. Manage
responses to legally based queries and complaints of service providers, Military Veterans and the public. Manage the adjudication of settlements in the case of persons who have entered into agreements with the Department. Provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Handle the consultation process and instruction of State Attorneys. Manage the administration of lawsuits. Manage the representation of the employees of the department in criminal matters arising from the execution of their official duties. Manage the representation of the Department in litigation matters. Liaise with other government departments and stakeholders in relation to court cases and other legally related matters. Manage the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Monitor and advise on the litigation processes following legal action being instituted against or by the Department. Manage the investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Manage the preparation of case files and liaison with State Attorneys / state law advisors on litigation and other related matters. Manage the investigation and advise on the strength of the department’s case before defending or instituting action. Manage the directorate and its resources. Manage financial and human resources of the directorate and its assets.

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

POST 07/19:
DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DMV2021/2-02

SALARY:
R1 057 326 - R1 245 495 per annum (Level 13) (All inclusive)

CENTRE:
Pretoria

REQUIREMENTS:
An undergraduate qualification (NQF level 7) in Human Resources Management or equivalent qualification. At least five (5) years’ experience at middle management level as a Deputy Director executing Human Resources related duties. Certificate for entry into the Senior Management Service. Knowledge of Human Resources Prescripts, policies, DPSA guidelines and directives on human resources. Government wide policies. Ability to interpret and apply policies and legislations. Labour Relations and its application. Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation, project management and strategic planning and management. Personal attributes: Interpersonal relations, Integrity, confidential, courteous, responsive, fairness, credibility, commitment and compassionate.

DUTIES:
Manage the provision of human resources services. Manage the development and implementation of policies and procedures to guide the human resources environment within the department. Manage personnel provisioning and staff mobility services. Manage the administration of compensation, employee service benefits and conditions of service. Ensure integrity and safety of human resource information. Ensure the efficient management of personnel career incidences. Manage the co-ordination of staff employment and deployment. Manage staff placement and utilization. Manage administration of remuneration and salaries. Manage employee relations and wellness support services. Ensure healthy employer / employee relations. Manage the implementation of proper grievance procedures and processes and provision of advisory services to the employer and to employees. Manage the acquisition of legal opinions and guiding the actions of the employer in dispute cases. Manage the investigation and processing of collective and individual grievances. Ensure the provision of advice to employers on possible unfair labour practices and remedies. Manage the institution and guidance of disciplinary proceedings. Represent the employer in mediations and arbitrations cases. Represent the employer in negotiations with organized labour. Manage the implementation of employee wellness programmes. Ensure that the department adheres to the occupational health and safety standards. Provide advice and guidance on employee wellness policies, strategies and programmes. Manage the implementation and administering of employee wellness, employee assistance and life skills programmes. Manage, co-ordinate and support capacity building and training programmes for departmental employees. Manage the development and implementation of policies and procedures to guide the training and development as well as the performance management system within the
department. Facilitate the development and maintenance of the Work Place Skills Plan. Manage the provision of formal and informal training programmes for the employees of the department. Manage the identification, evaluation and response / addressing of training needs in line with the available budget and capacity. Manage the proper administration of study aid schemes / bursaries. Ensure successful administration and implementation of Internship and learner ship capacity building programs. Manage the implementation of the performance management development system. Manage the implementation of the performance appraisal system. Manage human resource planning services and systems. Manage the development, maintenance, monitoring and interpretation of the Human Resources Plan (HRP). Ensure that the department complies with reporting requirements in line with HRP. Provide expert advice to the department in pursuit of HRP targets and requirements. Manage the development, maintenance, monitoring and interpretation of the Employment Equity Plan (EEP). Ensure that the department complies with reporting requirements in line with EEP. Provide expert advice to the department in pursuit of EEP targets and requirements. Provide organisational development and service excellence services. Manage the development of policies and procedures to guide the organizational development environment within the department. Co-ordinate and manage organization development investigations. Provide expect advice to the department regarding organisational development and change management investigations, findings and interventions. Manage the implementation of transversal change management programs. Ensure effective implementation of the Batho Pele government strategy. Ensure organizational development and post establishment creation in line with organizational strategy and needs. Manage the implementation of the job evaluation system. Manage the development of job descriptions and job profiling.

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

NOTE:
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 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.

OTHER POSTS

POST 07/20: DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING & SYSTEMS REF NO: DMV2021/02-03

SALARY: R733 257 – R863 748 per annum (Level 11), (All inclusive)
CENTRE: Pretoria

DUTIES: Facilitate the development and monitor the implementation of Human Resource Plan (HRP). Develop policies and guidelines related to HRP. Facilitate the development of the HRP. Establish structures / forums that will monitor the amendment and implementation of the HRP. Facilitate the process of evaluating the HRP. Submit reports related to the implementation of the HRP to management, relevant structures / forums. Co-ordinate, monitor and maintain Human Resource
information systems (HRIS). Develop policies and guidelines that relates HRIS. Establish and ensure proper functioning HRIS. Manage the integrity of information, migration patterns and distribution. Collect, manipulate and submit value adding information management reports. Ensure alignment of systems. Co-ordinate the compilation and submission of the oversight reports. Monitor and control PERSAL activities in the department. Administer the operational functioning of the PERSAL system. Monitor and audit the utilisation of the PERSAL system in terms of manuals and guidelines. Ensure the credibility and correctness of the information on the PERSAL system. Facilitate the training and access of users. Establish and ensure proper functioning of user forum. Create codes on the system. Capture the organisational structure and its subsequent amendments in the PERSAL system. Manage the Human Resource Budget Planning. Conduct HR Budget Planning. Monitor and report the HR budget trends. Give advices and recommendations on potential deviations from the HR Budget. Prepare and submit reports to all Departmental Management Bodies and other relevant stakeholders on cost of employment trends. Develop & facilitate the implementation and review of the employment equity plan. Develop, manage and facilitate the implementation of the employment equity (EE) plan. Provide support to line managers in the implementation of the EE plan. Ensure the provision of secretarial support to the EE forum. Provide guidance to the department in meeting EE targets and complying with the EE Act. Conduct an analysis of workforce profile and submit EE reports. Co-ordinate the implementation of targeted interventions to address under representation in the department.

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

POST 07/21: DEPUTY DIRECTOR: PROVINCIAL COORDINATOR: PROVINCE: NORTHERN CAPE REF NO: DMV2021/4-04

SALARY: R733 257 – R863 748 per annum (Level 11), (All inclusive)
CENTRE: Northern Cape

REQUIREMENTS: An appropriate degree or diploma or equivalent qualification. Three to five years of experience at an Assistant Director level executing stakeholder management and office management duties. Knowledge of Stakeholder relations policies and legislation Inter-governmental guidelines, Government wide policies. Ability to interpret and apply policies and legislations. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project Management, Strategic Planning, Motivational, Decision making, Facilitation and Change Management. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility and Commitment.

DUTIES: To manage military veterans programmes in the regions. Implement policies and procedures that relates to provincial office management and stakeholder relations. Co-ordinate provincial skills development programs for military veterans. Assist military veterans with and co-ordinate employment placement programmes. Initiate and co-ordinate military veteran’s provincial honours, ceremonials and heritage functions. Manage service level agreements with line functions and other departments. Co-ordinate the provision of posthumous services which are heritage, burials, re-burials, exhumations and repatriation for / of military veterans. Manage the provision of military veterans with first-line assistance on their services and benefits. Manage the compilation and maintenance of provincial military veteran’s profiles. Manage provincial military veteran’s resource systems. Manage the establishment and functioning of a fully functional provincial office. Manage the implementation and supervision of the provincial operational plan. Co-ordinate the development and submission of performance reports. Manage stakeholder relations activities. Implement regulatory framework in relation to stakeholder management. Establish and maintain sound relations with stakeholders. Implement stakeholder management interventions. Identify challenges related to the management of stakeholders and devise appropriate interventions to manage such challenges. Develop and facilitate the signing of service level agreements. Engage with stakeholders on matters of common interest and initiate negotiations for the signing of the MOU. Manage all the administrative and logistical issues before the departments enters into an MOU with a stakeholder. Guide the department in relation to precautions and focus areas in as far as the MOU is concerned. Manage
the interactions and co-ordination of governmental, non-governmental institutions and other structures including national as well as regional stakeholders with regard to services rendered to military veterans.

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

POST 07/22: DEPUTY DIRECTOR: COMPLIANCE REF NO: DMV2021/2-05

SALARY: R733 257 – R863 748 per annum (Level 11), (All inclusive)

CENTRE: Pretoria

REQUIREMENTS: LLB Degree. Three to five years appropriate working experience as Assistant Director. Extensive knowledge in relevant legislations and regulations and Generally Accepted Compliance Practice Framework. Negotiation Skills, Writing Skills, Reporting Skills, Research Skills, Presentation Skills; Analytic Skills; Compliance Investigative Skills, Motivational Skills, Facilitation Skills, Communication Skills and Problem-Solving-Skills. Personal Attributes: Interpersonal Relations, Integrity, Confidentiality, Credibility, Fairness, Courteous, Responsive and Commitment.

DUTIES: Compliance Risk Identification. Identify the Regulatory Requirements that apply to the department. Analyse the Regulatory Requirement applicable to the department. Rate the Regulatory Requirement in consultation with Risk Management Unit. Compliance Management. Develop compliance monitoring tools. Monitor compliance in the Department with the Regulatory Requirements approved. Report non-compliance with the Regulatory Requirements to the Director General and Management. Reporting. Report findings of non-compliance with the Regulatory Requirements to the Head of the Directorate, Director General and Management. Report findings non-compliance with Regulatory Requirements also to the Audit Committee after apprising the Director General and Management. Compliance / Legal Activities organised by External Compliance Institutions. Attend Compliance /Legal Activities workshops organised by the External Compliance Institutions in order to keep abreast the department of the new developments. Prepare a report for the department and implementation of those new developments.

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

POST 07/23: PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION: REF NO: DMV2021/2-06

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

CENTRE: Pretoria

REQUIREMENTS: Certificate in Human Resource field or relevant qualification. One to two years internship executing human resources related duties or one to two years as junior clerk in the human resources environment. Basic knowledge of the human resources environment and Government wide policies.

DUTIES: Support staff provisioning services. Benchmark, Compile and submit draft specifications for the advertisement of posts. Receive and enter post applications. Develop and submit draft master lists. File and safeguard applications of the successful and unsuccessful applicants. Provide clerical support in the appointment of the panel members. Provide clerical support the process of short listing and provision of secretarial services for interviews. Support the administration of the entire process of interviews and issuing of appointment & regret letters and assumption of duties. Provide clerical support in the validation of qualifications, conducting of reference checks and security clearances. Support the implementation of staff remuneration. Support the process of the capturing and implementation of salary increases and adjustments. Assist in the capturing and implementation of special or person specific pay grades. Assist in the capturing and implementation of personnel pay progressions in line with the PMDS process. Ensure the processing of service benefits, co-ordination of conditions of service and keeping of personnel records and information. Implement employee’s benefits and salaries. Provide an advisory and information service to employees regarding employee benefits, salaries and obligations. Do first line / phase of the capturing of leave, transfers, termination of service, retirements, resignations, dismissals and...
deaths. Provide clerical support in the implementation of conditions of service, e.g. hours of attendance, dress codes, code of conduct etc. Support the implementation of exit interviews.

ENQUIRIES

Ms Dineo Masemola or Mr Caiphus Mailula Tel No: (012) 765 9454
NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

CLOSING DATE : 12 March 2021 at 12:00 pm

NOTE : Applications must be submitted using the newly implemented Z83 (non-negotiable) form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and completed, initialised and signed in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications. Applications should be accompanied by a comprehensive CV and certified copies of full qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position on the subject line of the email to the e-mail address mentioned. No late applications will be accepted. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Please note: 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. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/pr, prior to finalisation of appointment. All Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 07/24 : CHIEF DIRECTOR: LIABILITY MANAGEMENT REF NO: S002/2021
Division: Asset and Liability Management Division (ALM)
Purpose: To finance government’s gross borrowing requirement through the issuing of government securities, manage national government debt optimally, contributes to the development of the domestic debt capital market and broadening an investor base by developing and maintaining contact with both domestic and foreign investors.

SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Economics/ Finance, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/pr prior to finalisation of appointment, A minimum 5 years’ experience at a senior managerial level in fixed income markets in particular debt issuance and management including policy formulation, Knowledge and experience in public finance, corporate finance and capital and money markets, Knowledge of policies and procedures applicable to debt issuance and management, Knowledge and experience of financial analyses and dissemination of complex financial information.

DUTIES : Some key Outputs include: Finance Government’s Gross Borrowing Requirement: Develop and implement a domestic and foreign borrowing strategy for government, Issuance of government securities in the domestic and foreign debt markets to
assist with the financing of government’s gross requirements, Initiate a financing structure in support of government’s gross borrowing requirements through the issuing of securities Domestic and Foreign Debt Management: Initiate debt management strategies to reduce the refinancing risk of debt portfolio, Implement strategies to lowering government’s debt services costs through the prudent issuance of government securities, Develop debt obligations plans in compliance with disclosure requirements, Develop policies in line with the Domestic and Foreign Debt Market requirements for an efficient and effective implementation of debt policies Develop Domestic Debt Market: Develop diversification of the funding instruments for optimal outcomes within the market, Develop and implement strategies the will improve the effective functioning of the debt capital market, Manage the primary dealership system, Enhance liquidity of government securities Improve Investor Relations and Broadening Base: Broaden the investor base in government securities, Liaise with domestic and foreign investors to improve co-operation Manage Government Debt, Initiate strict payment schedules in the settlement of government debt obligations, Develop a compulsory re-payment framework and measures to improve liquidity within Government that stimulate the economy of the country.

**ENQUIRIES**
Human Resources Management on Tel No: (012) 315 5100

**APPLICATIONS**
may be sent via e-mail to Recruit.ALM@treasury.gov.za

**POST 07/25**
**CHIEF DIRECTOR: MICROECONOMIC POLICY REF NO: S004/2021**
Division: Economic Policy (EP)
Purpose: To analyse, conduct research and advise on microeconomic policy, including analysis of sector performance, evaluation of industrial policy proposals, coordinate and conduct research of microeconomic priorities, advise on South Africa’s growth agenda as well as the implementation thereof.

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

**CENTRE**
Pretoria

**REQUIREMENTS**
A minimum Bachelor's degree in Economics/ Development Economics, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thsng.gov.za/training-course/sms-pre-entry-programme/ prior to finalisation of appointment, A minimum 5 years' experience at a senior managerial level (Director) obtained in policy analysis and research, Knowledge and experience of analysis of economic trends and principles, Thorough understanding of South African economic trends and sources of data and information, Knowledge of principles of research methodology and policy dissemination.

**DUTIES**
Some key Outputs include: Conceptualise and Conduct Research on Microeconomic Policy: Identify areas of research on issues pertaining to microeconomic policy, Initiate research on sector policy, investment, productivity, trade and industrial policy and other areas relevant to microeconomic policy Analyse Domestic and International Economic Trends: Analyse the latest domestic and international trends related to microeconomic policy formulation, Engage foreign and domestic investors, ratings agencies and international organisations on the microeconomic reform agenda for South Africa Provide Qualitative Comments and Assessments of Research: Provide comments on IMF Article IV reports and policy papers, reports by ratings agencies, OECD economic assessments and other relevant academic research papers, Engage with processes relating to the implementation of the microeconomic reform agenda, Facilitate the formation of inputs into meetings between the Minister of Finance and other key stakeholders on microeconomic matters. Stakeholders Engagement and Coordination: Engage stakeholders and contribute to microeconomic policy of the Budget Review and MTBPS of the budget process, Coordinate inputs from stakeholders and respond to speeches, briefing notes and parliamentary questions on micro-economic matters, Provide support to stakeholders and other government agencies within the economic cluster and the Presidency, Participate in domestic roadshows in support of the Asset and Liability Management Division.

**ENQUIRIES**
Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**
e-mail to Recruit.EP@treasury.gov.za
POST 07/26: DIRECTOR: ACCOUNTING AND INFORMATION
REF NO: S093/2020
Division: Asset and Liability Management (ALM)
Purpose: To manage and account for government’s debt and investment of surplus cash through the maintenance of databases pertaining to statistical information on the dissemination of debt.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Bachelor’s Degree in Financial Accounting/Management Accounting/Economics/Auditing, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ prior to finalisation of appointment, A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in financial accounting and reporting, Knowledge and experience of financial instruments and financing of government’s borrowing requirement. Knowledge and experience in budgeting and forecasting of debt-service costs.

DUTIES: Some key outputs include: National Government Debt Accountability: Compile annual financial statements on government debt and tax obligations on Loan accounts as required by the Public Finance Management Act (PFMA), Apply accounting rules pertaining to various debt instruments in line with accounting best practice, Provide feedback to improve the reporting on the status quo concerning government debt Manage the ALM Division’s Bank Accounts: Ensure sufficient funds are available on the PMG account to service government's debt portfolio and finance investments through funds from the National Revenue Fund cash flow projections, Reconcile the banking accounts of the Asset and Liability Management Division against expenditure as reflected on the accounting records Disseminate Information to public, financial markets and international institutional stakeholders: Compile a database on debt related statistics, Initiate the compilation of the ALM divisional inputs to statutory reports on budget review and strategic plans Oversee the updating of information on the Investor Relations Website, Maintain a “central guarantee register” of guarantees issued by government to state-owned companies, Coordinate reporting to multilateral institutions, e.g. IMF and World Bank, on government’s debt and finances Manage the debt-service cost and ALM divisional budget: Maintain debt and debt-service cost forecasting models to provide inputs into the budget process, Assist in compiling and managing of the ALM divisional budget.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.ALM@treasury.gov.za

POST 07/27: DIRECTOR: TREASURY OPERATIONS
REF NO: S090/2020
Division: Asset and Liability Management (ALM)
Purpose: To monitor and evaluate Treasury Operations in State Owned Entities (SOEs), and make recommendations pertaining to structures and controls in the monitoring and compliance of the Best Practices Guidelines prescribed in the Treasury Regulations.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Bachelor’s Degree in Accounting/Financial Management/Risk Management, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-preentryprogramme/ prior to finalisation of appointment, A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in the operations of State-Owned Entities, Knowledge of the Treasury Operations Framework, Knowledge and experience of Treasury Policy development, Knowledge and experience of financial analysis and assessment in the dissemination of information pertaining to Treasury Regulations.
**DUTIES**

Some key outputs include: Policy Development: Review Treasury Management in terms of “Best Practices for Treasury Management”, “Enterprise-Wide Risk Management” and “Corporate Governance” as pertaining to Treasury Management, Develop and update the Best Practices Guidelines for Treasury Management, and relevant Treasury Regulations Treasury Operations Reviews: Review the Treasury Operations of SOEs in line with the relevant guidelines, Review the mandates of SOEs in alignment with the prescribed Treasury Operations, Identify any misaligned areas of risk pertaining to individual SOEs and Government, Strategic Analysis: Evaluate the appropriateness of governance and risk management models utilise for Treasuries in individual SOEs, and determine whether adjustments are required to ensure alignment with the broader government policy, Initiate and determine policy and legislative modifications, revisions or additions in support of recommendations, Monitor borrowing trends of State Owned Entities and eradicate any gaps through policy reviews, Stakeholders Engagement and Research: Engage stakeholders with regard to new amendments to Treasury Operations for implementation, Initiate benchmarking and research with international recognised institutions for alignment and to stay abreast of trends and innovations, Monitor the improvement of stakeholder interaction and recommend changes to enhance the application of Treasury Operations within the SOEs, Promote relationships between government and SOEs. Promote horizontal integration and cooperation of workflow with internal stakeholders, Collect, aggregate, develop, information required by key stakeholders.

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**

may be sent via e-mail to Recruit.ALM@treasury.gov.za

**POST 07/28**

**DIRECTOR: CENTRAL SUPPLIER DATABASE REF NO: S099/2020**

Division: Office of the Chief Procurement Officer (OCPO)

Purpose: To design, develop, and implement a central supplier database for national, provincial and local sphere of government contributing towards efficient and effective procurement practises.

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A Degree in Information Technology/ Information Systems/ Procurement/ Strategic Sourcing or related fields, Registration with a relevant supply chain and/or Information Technology professional body will be an added advantage, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/, A minimum of 5 years’ experience at a middle management level (Deputy Director) in the implementation and management of largescale public and/or private sector procurement ICT solutions, Experience in business process engineering and business transformation, Experience in successfully transforming and modernising procurement ICT within a large public entity, multi-national corporation and/or national government department, Extensive experience in the development of enterprise-wide procurement ICT architecture.

**DUTIES**

Some key outputs include: Central Supplier Database for government: Initiate and oversee research regarding international and national central supplier database standards and practices, Design central supplier database for all spheres of government, Develop central supplier database for all spheres of government, Maintain central supplier database and continuously enhance quality and completeness thereof Establish capability for the central supplier database: Design and develop training programmes for system users, suppliers and other relevant stakeholders, Provide support to users in operating the central supplier database data, of government, Provide training and capacity building to users of the central supplier database of government, Monitoring and report on proficiency of users and take recommended action where required, Develop capability of provincial treasuries to optimise the central supplier database Compliance of service providers: Design and develop a system of assurance in respect of compliance requirements of government, Provide information and supporting validations to users, Auditor–General and other stakeholders in respect of supplier compliance,
Interact with suppliers on compliance requirements in accordance with regulatory requirements of government through appropriate interfaces. Ensure that data quality and integrity is maintained and continuously improved Supplier Development Programme for government: Design and develop and implement a supplier development approach for all spheres of government, Identify and prioritise specific categories of commodities for which supplier development programmes need to be rolled out, Contribute towards the supplier performance mechanisms at all spheres of government IFMS development and implementation: Contribute to successful development of world class SCM IFMS modules, Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities, Contribute to optimising return on investment of SCM IFMS investment.

ENQUIRIES
APPLICATIONS
POST 07/29

DIRECTOR: SCM CLIENT SUPPORT REF NO: S070/2020
Division: Office of the Chief Procurement Officer (OCPO)
(Re-Advertisement)
Purpose: To develop and manage SCM Client support programmes towards improving SCM capability and performance in all three spheres of government and entities.

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Bachelor’s Degree in Public Administration/Supply Chain Management, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-preentryprogramme/ prior to finalisation of appointment, A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in Supply Chain Management, Knowledge and application of the of the broader public sector SCM regulatory frameworks, Knowledge and experience of clients services support and engagement.

DUTIES: Some key Outputs include: Strategy and Policy: Implement the SCM policy frameworks/directives across the identified spheres of government. Implement the SCM client support plans by tailor-making the: Products and services, Client engagement, Provide input into the development of government policy, norms, standards, frameworks and guidelines for SCM-related operations support services Stakeholder Management: Respond, coordinate and fulfil client requests for support services, including knowledge and skills transfer in SCM, Create and maintain client information for communications for post reviews and assessments, Actively participate in the OCPO driven outreach activities and major engagements by providing insight knowledge of the focus stakeholders Product and Services Management: Support the rollout of revisions to SCM policy through workshops, on-the-job training on, but not limited to: New guidelines, Instructions notes, Revised processes, Implement corrective measures on areas identified through monitoring and compliance Client Support Interventions: Prescribe and monitor extended SCM interventions, Monitor the facilitation and offerings on SCM improvement, Endorse SCM content for training Review and Development: Develop review mechanisms for SCM developmental areas in identified spheres of government. Assess progress on developmental areas in identified spheres of government.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.OCPO@treasury.gov.za

POST 07/30

DIRECTOR: PUBLIC FINANCE REF NO: S095/2020
Division: Public Finance (PF)
Purpose: To provide leadership and management in fiscal and financial planning, and budgeting in the higher education and training sector. Assess spending efficiency and effectiveness through monitoring expenditure and service delivery initiatives, and promote sound financial management in the implementation of programmes.
**SALARY**: R1 057 326 per annum (all-inclusive remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A Degree in Economic Sciences/ Development Studies/ Social Sciences, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ prior to finalisation of appointment, At least 5 years’ experience at a Middle/Senior Managerial level in financial and strategic management, including management of policy processes and project management, In-depth knowledge of policy development and implementation in the higher education and training sector, including financing thereof. Detailed knowledge of: the South African public finance terrain, especially government policy development processes, budget processes and financial management, Knowledge of approaches to poverty eradication, inequality and related development issues in South Africa.

**DUTIES**: Some key outputs include: Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting implications of departments and public entities programmes and policy initiatives, Review the annual budget process, sectoral expenditure review processes and various technical committees, Maintain sound relationships with key stakeholders and pursue a process of modernisation and reform, Engage stakeholders on latest trends and processes for implementation in annual budget process Budget analysis and financial planning: Provide strategic direction in government financing, financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Appropriation Bills), Plan and provide inputs in fiscal and budget processes, prioritise budget co-ordination, overall fiscal framework, and adjustment estimates, Develop a platform for budget reform and the development of a three (3) year budget (MTEF) cycle, service delivery and performance indicators and the integration of strategic planning and annual performance plans with the budget Financial Management, Expenditure and Service Delivery: Develop internal reporting systems and databases for monthly and quarterly expenditure and service delivery reports, Oversee the implementation of the Public Management Act, Advise and monitor the implementation and interpretation of the Treasury Regulations Policy Analysis and Implementation: Participate in sectoral policy processes, institutional reform and implementation, provide support for strengthening coherence of policy processes, undertake policy analysis and costing, Analyse policies and provide advice to the Ministry of Finance, National Treasury and other stakeholders.

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**

may be sent via e-mail to Recruit.PF@treasury.gov.za

**POST 07/31**

**DIRECTOR: ENVIRONMENTAL ECONOMICS REF NO: S0119/2020**

Division: Economic Policy (EP)

Purpose: To monitor and evaluate economic policy developments in the real economy pertaining to environmental economics, green growth and climate change (e.g. mining and agriculture sectors) and analyse the socio-economic impact of policy proposals made by government departments and other stakeholders.

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A minimum Degree in Economics/ Econometrics, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ prior to finalisation of appointment, A minimum 5 years’ experience at a middle management level (Deputy Director) in economic policy, data analysis and interpretation, Knowledge and experience of applied microeconomics, Knowledge and experience of research approaches, Knowledge and experience of data analysis and interpretation of economic policy outcomes.
**DUTIES**

Some key outputs include: Analyse Sectors of Environmental Economics: Analyse developments in the green economy and related sectors and identify implications for government policies and priorities, e.g. growth, employment and investment, Provide analysis of the socio-economic impact of departments’ policy proposals, Oversee the creation of databases of micro-economic and macro-economic indicators, Draft speaking and briefing notes for senior executive stakeholders within the National Treasury, Provide inputs into the development of National Treasury’s positions on green economy, pertaining to sectors and policy matters, Provide Policy Advice to Stakeholders: Advise on environmental economic policy issues through the production of briefing notes, memos and speeches, Develop National Treasury policy positions in conjunction with other stakeholders, Manage and represent the National Treasury on inter-governmental and other external forums and committees that deal with environmental economics and related economics matters Research and Benchmarking: Initiate research into policy-relevant developments pertaining to green and environmental economy matters, Initiate benchmarking against best practices with internationally recognised institutions, Research and disseminate relevant policy matters to key stakeholders on key government priorities, e.g. growth, employment and investment within in relevant sectors and the green economy, Implement an environmental economic research agenda, Budget & MTBPS: Co-ordinate budget and MTBPS assumptions process for integration, Manage inputs of the Budget Review and MTBPS pertaining to sectoral and green economy analysis, Manage the process of Q&A for Budget & MTBPS on green economy issues, Participate in investor meetings and roadshows.

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**

may be sent via e-mail to Recruit.EP@treasury.gov.za

**OTHER POSTS**

**POST 07/32**

DEPUTY DIRECTOR: INTERNATIONAL ORGANISATION REF NO: S118/2020

Division: International and Regional Economic Policy (IREP)

Purpose: To co-ordinate South African Government’s relationship with Organisation for Economic Co-operation and Development (OECD), the World Economic Forum (WEF), and the Paris Club.

**SALARY**

R869 007 per annum (all-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A minimum Degree in Economics/ Political Science/ Development Studies, A minimum of 4 years’ experience obtained within developmental institutions or an international relations environment, An Honours or Masters in Economics/ Political Science/ Development Studies will be an added advantage, Knowledge and experience of policy analysis and formulation of drafting policy notes for utilization, Knowledge and experience of benchmarking and research with recognized international institutions, Knowledge of and exposure to international organisations.

**DUTIES**

Some key Outputs include: Provide liaison services between WEF, OECD and Paris Club and Government Departments: Co-ordinate National Treasury’s engagements with WEF, OECD and Paris Club, Facilitate the development, implementation, monitoring and review of South Africa’s Engagement Strategy and Joint Work Program with the OECD, Support coordination of SA-OECD periodic Inter-Department Working Group and reporting to the International Co-operation Trade and Security (ICTS) Cluster and Cabinet as Secretariat of SA’s OECD Relationship, Facilitate information sharing and dissemination of correspondence on OECD amongst the 30 Government Departments and Entities engaged with OECD including oversight and subscription commitments Policy Analysis, Advice, qualitative comments and assessment of research topics: Undertake analysis of policy topics for WEF, OECD and Paris Club meetings, Analyse policy positions and draft memos and reports for participation at Summits and Ministerial Meetings, Assist in reporting to the ICTS Cluster and Cabinet on current engagements and SA positions Support to Government Institutions on WEF, OECD and Paris Club: Facilitate engagements with Government Institutions on WEF, OECD and the Paris Club, Formalise information sharing amongst domestic stakeholders, in particular
partner Departments on WEF and OECD, Conduct research and provide inputs to policies: Initiate research and policy development on international development issues emerging from the WEF & OECD, Facilitate brainstorming of focussed based research on South Africa’s interests on key international development topics emerging from WEF and the OECD, Circulate the research results to internal stakeholders for inputs Manage the Hosting of WEF Bi-Annual Africa Summits: Coordinate preparations for WEF Africa on Substance and Logistics when hosted by South Africa, Coordinate steering committees, inter-departmental task teams and oversee the budget implementation, Manage the South African delegation when participating in WEF Africa when hosted by another African Country.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.IREP@treasury.gov.za

POST 07/33: SENIOR ECONOMIST: BANKING DEVELOPMENT REF NO: S115/2020
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To develop policy research on the banking and non-banking sectors in South Africa in support of the development of a robust policy framework in relation to financial sector regulation.

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Finance/ Business Economics/ BCom Law, A minimum 4 years’ experience obtained in policy development and structured research capacity, Knowledge of the broader legislative framework governing the financial services industry, Knowledge of micro financial policy development and dissemination of data.

DUTIES: Some key Outputs include: Financial Sector Policy Research and Development: Conduct research to enhance and strengthen the financial sector policy and regulatory framework in respect of consumer education, consumer protection, fintech, insurance, the national payment system and retail credit, Contribute to policy and regulatory development with regard to the improvement of access to financial services through specific policy interventions, Collaborate with other Directorates on cross-cutting issues and work towards a common financial sector development framework Stakeholder Engagement: Liaise with relevant stakeholders on matters pertaining to legislative and regulatory processes concerning the financial sector, Establish relations with other financial sector regulators and the financial sector ombudsman on matters pertaining to legislative design and regulatory developments Multi-institutional approach to financial sector development: Provide inputs into legislation in relation to consumer education, consumer protection, insurance, fintech, the national payment system and retail credit, Liaise with the relevant regulators and other stakeholders pertaining to developments in the South African financial sector and support establishment of sound legislation Monitoring of compliance: Interact with the regulators, financial sector ombudsman and other stakeholders on compliance regarding financial sector issues, Develop interventions based on policy formulation, including legislation.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: e-mail to Recruit.TPFSP@treasury.gov.za

POST 07/34: SENIOR ECONOMIST: FINANCIAL INCLUSION REF NO: S116/2020
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To develop policy and implement legislation on financial access and inclusion of individuals and small businesses in the products and services offered by the Financial Services Sector.

SALARY: R869 007 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum Degree in Economics/ Business/ Finance/ Law, A minimum 4 years obtained within a policy, research capacity, academic environment, Knowledge and experience of the broader policy analysis and dissemination of financial data, Knowledge and experience of policy development and socialisation processes for
**DUTIES**

Some key Outputs include: Transformation of the Financial Services Sector: Support initiatives of National Treasury on stakeholder forums on transformation of the Financial Services Sector, Participate in the Financial Sector Transformation Council Formulate Strategic Policy on Financial Inclusion: Develop and implement strategic policy papers to guide Government on decision making relating to financial inclusion, This policy should take cognisance of Consumer Protection, Market Conduct and Consumer Financial Education issues, Initiate benchmarking exercises on policy trends and standards with recognised international institutions through the undertaking of peer reviews Monitoring Financial Access: Develop a monitoring system to measure progress on financial access through the utilisation of appropriate indicators for financial inclusion, Develop and maintain a database of relevant information as a tool to monitor progress on financial access, Publish and disseminate information on financial access through inclusion within the annual report or other relevant publications on financial access indicators Stakeholder Management: Provide inputs for a broad South African government opinion on multilateral initiatives for financial inclusion such as the G20, IMF and World Bank reports on financial access, Participate on processes to market conduct, insurance and consumer education, Provide inputs to SMME access to finance initiatives.

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**

e-mail to Recruit.TPFSP@treasury.gov.za

**POST 07/35**

**DEPUTY DIRECTOR: INTERNATIONAL TAX TREATIES REF NO: S009/2021 (X2 POSTS)**

Division: Tax and Financial Sector Policy (TFSP)

Purpose: Initiate issues pertaining to international tax law, in support of the tax treaty engagements in the international and regional coordination of tax issues and provide input and assistance in the design of tax policy for cross-border legislation.

**SALARY**

R869 007 per annum (all-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A minimum Bachelor’s Degree in Law/ Accounting/ International Tax. A minimum of 4 years’ experience obtained in International Tax and Business Tax Law practices, Knowledge and experience in international tax treaties, Knowledge and experience in negotiations of treaties and the drafting of agreements, Experience in editing of drafter notes and compilation of legal documents.

**DUTIES**

Some key outputs include: International Tax Treaties: Provide a platform for engagement on support pertaining to tax treaty negotiations, Research and provide background information of potential stakeholders, Assist with the scrutiny on tax treaty networks, country trade and investment flows, Provide input to the signature process on tax treaties and assist with control measures International Tax Amendments (Cross-Border): Assist and provide input into the development of design policy options for cross border legislation, Research information pertaining to the improvement and refinement of cross-border activities, Provide inputs to draft documents and discussion papers supporting cross-border issues for public or internal release, Gather support information on stakeholders needs pertaining to policy development on issues impact international tax legislative amendments International and Regional Coordination: Assist with inputs to the SADC coordination process, Assist with inputs to the OECD coordination process, Assist with inputs re G20, G24, ATAF coordination process, Assist with inputs re Official Development Assistance Agreements coordination process with donors Base Erosion and Profit Shifting (BEPS): Initiate research, investigate, review, analyses on the adoption of the BEPS Action Plan, Assist with South Africa implementation of the BEPS Action Plan, Assist with South African peer review mechanism as required in terms of the BEPS Action Plan, Assist with South Africa inputs re BEPS measures on taxation of digital economy. Exchange Controls: Assemble exchange control information for refinement of process, Perform research on relevant information for decisions with stakeholders.

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**

e-mail to Recruit.TPFSP@treasury.gov.za
POST 07/36 : SENIOR ECONOMIST: ECONOMIC GROWTH AND DEVELOPMENT Ref NO: S120/2020
Division: Economic Policy (EP)
Purpose: To conduct research on constraints to economic growth, drivers of growth and measures to ensure sustainable growth to inform sound policy advice on macroeconomic issues and as inputs into the economic framework for the MTBPS and the Budget.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Economics/ Development Economics, A minimum 4 years' experience in policy analysis, research and analysis of economic trends and principles, Knowledge of South African economic trends and sources of data and information, Knowledge and principles of research methodology and policy analysis.
DUTIES : Conduct research on issues related to economic growth, including; investment, productivity, innovation and trade; Develop and maintain databases of information relevant to standard reports and research; Provide qualitative comment and assessment of relevant research conducted outside of the Treasury; Participate in divisional seminars and assumptions meetings; Assist in the development of inputs and responses, including requisite data, graphs and research, for speeches, presentations, briefing notes, parliamentary questions and letters.
ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : e-mail to Recruit.EP@treasury.gov.za

POST 07/37 : SENIOR ANALYST: DEBT ISSUANCE AND MANAGEMENT REF NO: S007/2021
Division: Assets and Liability Management (ALM)
Purpose: Finance the government’s borrowing requirements through the issuance of government securities in the domestic and international capital markets; and to manage the government’s existing stock of debt to broaden the total investor base.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Qualifications and experience requirements: A minimum Degree in Economics/Finance/Statistics/ Investment Management or Mathematical Sciences with exposure to the money, banking and capital markets, A minimum 4 years' experience in financial markets, with fixed income trading or research experience an added advantage, Knowledge and experience in quantitative research methodologies, Knowledge and experience in market analysis related to information for utilisation in the broader business, Knowledge and experience in dealing with various foreign interest rate markets and currencies, Experience in qualitative and quantitative analysis of domestic and foreign capital markets.
DUTIES : Some key Outputs include: Finance borrowing requirement in domestic and international capital markets: Provide accurate inputs required to formulate funding strategy, budget review and medium term budget, Undertake quantitative and qualitative analysis on debt management issues and advise/inform the issuances of government securities in the domestic and international capital markets, Keep up to date with the funding requirements and liaise with relevant stakeholders, Perform market, quantitative and yields analysis for bond auction announcements and recommend bonds to be issued Overseer the weekly bond auctions, liaise with SARB, follow up and report on problems arising from the auctions and compile comprehensive auction reports. Stakeholder engagement: Develop and implement tools that will maintain and broaden the investor base, Develop and implement investor website to improve stakeholder engagement, Engage domestic and foreign investor stakeholders, through roadshows and other mediums, Develop relationship with stakeholders such as banks, domestic and foreign investors and engage lawyers on certain conditional requirements Disclose listing requirements in domestic and offshore bond issuance: Initiate the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan, Adhere to disclosure and listing requirements associated with domestic and offshore bond issuance, Engage stakeholders on general information in the
sourcing and exchange of processing, Verify information for correctness and ensure their accuracy Management of domestic and foreign currency debt: Monitor the debt portfolio and implement strategies in order to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information, Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio, Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation, Perform research on markets volatility and conduct general market research: Initiate research on capital markets pertaining to market volatility in the prudent management of debt, Perform research on local and international markets to stay abreast of developments which may have an impact on debt management issues, Analyse and provide inputs to briefing notes and speeches.

ENQUIRIES: Human Resources on Tel No: 012 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.ALM@treasury.gov.za

POST 07/38: DEPUTY DIRECTOR: CORPORATE LAW REF NO: S092/2020
Division: Office of the Director-General (ODG)
Purpose: Assist in providing expert legal advice in respect of corporate and commercial matters, draft, review and negotiate contracts and render general legal advice to the National Treasury.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: LLB degree, A post graduate qualification will be an added advantage, Admission as an Attorney with the right of Appearance in the High Court, At least 4 years’ post admission experience in a legal environment with specific reference to corporate and commercial matters, Knowledge of International, Constitutional and relevant legislative framework, A valid driver’s license, The ability to persuade and negotiate at all levels, Drafting and research skills, Strategic and analytical thinking, People management skills, Computer literacy, Client service orientated, Results driven.

DUTIES: Some key Outputs include: Conduct research and provide accurate legal advice on domestic and international contracts and other legal instruments, Draft, negotiate and review contracts and other legal instruments, Record all new instructions accurately and ensure that all records are easily accessible, Maintain the data base of corporate law matters, Consult with clients and provide legal advice on various legal issues and recommend corrective measures, Analyse specific legal problems and assist in the development of appropriate solutions and strategies, Provide legal support in respect of any projects that may have legal implications, Perform legal / factual research and investigations as specifically assigned, analyse data and recommend appropriate course of action, Provide assistance in litigation matters.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.ODG@treasury.gov.za

POST 07/39: DEPUTY DIRECTOR: MARKETING, ADVERTISING AND PUBLIC RELATIONS REF NO: S008/2021
Division: Office of the Director-General (ODG)
Purpose: Coordinate stakeholder engagement and implement media, public relations and social media strategy for the National Treasury.

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A minimum National Diploma/Degree in Communications / Marketing/ Public Relations, A minimum 4 years’ experience obtained in a communication/ or public relations environment, Knowledge and exposure of interaction and engaging with media and communications institutions, Knowledge of the broader public service framework on communications within the public service.

DUTIES: Some Key outputs: Marketing and Advertising of National Treasury Offerings: Coordinate the development and implementation of a marketing, advertising and social platform strategy, Coordinate the awareness of promotional projects for the National Treasury, in conjunction with business units, Manage the placement of public notices in accordance with best practices and latest trends, Publish
departmental content on relevant social media platforms Public Relations and Social Media: Develop and implement a public relations strategy, Lead content sourcing process from NT divisions, Analyse media coverage to inform content development, Manage media stakeholder relations by communicating with National Treasury audience on social media platforms, Build and regularly maintain positive relationships with internal and external stakeholders to sustain good public relations image of the Department, Design and implement social media strategy and tactics to align with National Treasury’s goals, Ensure that use of social media in National Treasury integrates with National Treasury’s communication strategy Communication projects: Provide assistance in litigation matters, Assist in planning, implementing and co-ordinating communication projects and other related events including content development and preparation of press releases and speaking notes, Assist with drafting and implementing communication plans for various communication projects, Assist with the co-ordination of the layout, design and editing of the strategic plan, annual report, peoples guide to the budget, estimates of national expenditure, budget review, estimates of national revenue, budget highlights, budget speech, the newsletter and other publications, Overseen National Treasury’s social media accounts Media management: Set up and manage a National Treasury media database, regularly updating media contacts, Assist with media related work such as workshops, conferences, briefings and events related to the Department with specific emphasis on the budget and MTBPS, IGRF etc. Provide media management support to Director: External Communication, Issue media statements and upload these on social media and the NT Media WhatsApp group.

ENQUIRIES
APPLICATIONS
POST 07/40

DEPUTY DIRECTOR: LITIGATION AND ADMINISTRATIVE LAW REF NO: S005/2021
Division: Office of the Director-General (OAG)
Purpose: Assist in managing litigation brought by, or against, the National Treasury and advice on the legal implications of administrative action taken by National Treasury, Public Entities and Agencies reporting to the Minister of Finance.

SALARY
CENTRE
REQUIREMENTS
DUTIES

R733 257 per annum (all-inclusive remuneration package)
Pretoria
LLB degree, A postgraduate qualification will be an added advantage, Admission as an Attorney with the Right of Appearance in the High Court, A minimum 4 years' post admission experience obtained in a legal environment with specific reference to litigation and administrative law, Knowledge of International, Constitutional and Administrative law and also interpretation of Statutes, Legal interpretation and drafting skills, Valid driver’s license, Good communication skills (verbal and written), Computer literacy, Client service orientated, Sound problem solving skills, Results driven.

Some key Outputs include: Consult and liaise with internal and external stakeholders on litigation matters, obtain instructions and liaise with the State Attorney regarding court cases, draft letters of instruction to the State Attorney and compile relevant documents, Prepare documents for all court and other legal tribunals, Assess all claims and litigate, if necessary, related matters within the area of responsibility, Prepare legal pleadings and notices, etc. Analyse specific legal problems and assist in the development of responsive solutions and strategies, Provide legal advice to clients, Scrutinise draft legal documents / pleadings / opinions, Perform legal and / or factual research and investigations as specifically assigned, analyse data and recommend courses of action, Establish relationships with external service providers, Respond to clients’ queries and complaints and take corrective action if necessary.

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APPLICATIONS

Human Resources on Tel No: (012) 315 5100
e-mail to Recruit.ODG@treasury.gov.za

Human Resources on Tel No: (012) 315 5100
Recruit.ODG@treasury.gov.za
POST 07/41: DEPUTY DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND TRANSFORMATION

REF NO: S071/2020

Division: Corporate Services (CS)

Purpose: Manage, implement and maintain Employee Health, Wellness (EHW) and Transformation Programmes.

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

CENTRE: Pretoria

REQUIREMENTS:
A Bachelor’s Degree in Psychology/ Social Services Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist or South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum 4 years’ experience in Employee Health, Wellness and Transformation Programmes related fields, Knowledge and experience of the management of an onsite health facility.

DUTIES:
Some key Outputs include: Employee Health, Wellness and Diversity Programmes Governance: Draft/ review policies to guide the implementation of EHW, Productivity Management and Diversity Programmes, Implement the Employee Health and Wellness Strategic Framework, Develop and maintain Employee Health and Wellness standard operating procedures for all EHW programmes, Procure Employee Health and Wellness offerings and manage service providers Establish and coordinate Transformation, Gender and Wellness Committee, Provide Employee Health and Wellness Management Reports in line with DPSSA prescripts. Wellness, Health and Productivity Management: Conduct life skills training on time, conflict and stress management in the workplace, Coordinate the promotion of physical health through sports events, Coordinate the distribution of posters and brochures on physical wellness, Facilitate and coordinate services for wellness day, Liaise / Network with stakeholders and other organisations with regard to Employee Wellness issues, and implement best practices accordingly, Utilise internal communication to communicate and promote Employee Wellness activities, Promote team building through recreational activities across the NT, Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar, liaison with employees / managers etc. Conduct absenteeism analysis and compile reports Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management, Conduct HIV Counselling and Testing campaigns, Conduct HIV, AIDS, STI, and TB information sharing sessions, Monitor the distribution of male and female condoms, Facilitate the implementation of HIV & AIDS programmes, Observe Health calendar days and initiate awareness programmes within the NT Coordinate and render Employee Assistant Programme (EAP): Coordinate and render debriefing, pre-counselling, referral, and support service to employees, Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks. Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report, Administer and manage EAP cases, Facilitate EAP support programmes. Market the EAP services Facilitate the implementation of Diversity Management programme: Develop or review the NT policy and planning in line with the national gender policy framework as outlined in the gender policy framework, Develop and motor the implementation of the disability rights policy, special programs and implementation guidelines, Assess progress in implementing the diversity management policy guidelines, Evaluates the impact of diversity management interventions within the NT, Manage the secretariat for Transformation, Gender and Wellness Committee, Oversee the children’s waiting area.

ENQUIRIES:
Human Resources on Tel No: (012) 315 5100

APPLICATIONS:
may be sent via e-mail to Recruit.CS@treasury.gov.za
POST 07/42: DEPUTY DIRECTOR: TRANSVERSAL CONTRACTING (COMODITY) REF NO: S098/2020 (X2 POSTS)

Division: Office of the Chief Procurement Officer (OCPO)

Purpose: Coordinate the SCM commodity process within Transversal Contracting in the facilitation and processing of transversal contracts and the dissemination of specifies of terms and conditions of contracts.

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

CENTRE: Pretoria

REQUIREMENTS:
A minimum National Diploma/ Degree in Economics/ Business Economics/ Supply Chain Management, A minimum 4 years’ experience obtained in supply chain management environment, Knowledge and experience of the PFMA, Treasury Regulations, SCM Policies and prescribes.

DUTIES:
Some key Outputs include: Management of Centralized Contracts: Manage the facilitation and administration of Transversal Term Contracts with particular emphasis on the following: Demand Management, Acquisition Management, Contract Management, Supplier performance management and reporting, Promote and Support Strategic Procurement: Implement the strategic procurement processes concerning the following, Application and awareness of strategic sourcing, Developing quantification of economic benefits of strategic procurement, Developing Pricing measures and initiate benchmarking with market and industry in the analysis and dissemination of projections in support of strategic procurement, Compliance and Risk Management: Initiate the improvement of internal control measures, condusive and incompliance with policies and procedures of transversal contracting, as follows, Promote the transparency and compliance of SCM processes, through awareness, Develop and implement risk mitigation strategies, Apply SCM business processes, Supplier performance management, Improve contract management, Promote Government Socio-Economic Objectives: Initiate the implementation and development of government policies aimed at improving and fast-tracking the socio-economic outputs through, Black Economic Empowerment, Industrial policies, Preferential Procurement, Small, Medium and Micro Enterprises Development.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.OCPO@treasury.gov.za

POST 07/43: MANAGER: STRATEGIC SOURCING AND ACQUISITION REF NO: S011/2021

Division: Corporate Services (CS)

Purpose: To develop, review and implement the strategic sourcing strategies in compliance with relevant policies, and perform research on spend analysis in the development of a supply base on the categories of goods and services identified in government’s spending portfolio, and identifying leverage points in the reduction of costs and increased benefits and commodities. Administer and manage the bidding process for good and services.

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

CENTRE: Pretoria

REQUIREMENTS:
A minimum National Diploma/ Degree in Logistics/ Procurement. A minimum 4 years’ experience obtained in the Acquisition or Bid management within the Supply Chain Management environment. Experience in drafting and the analyses of commercial contracts and service level agreements. Knowledge and experience of regulations pertaining to the broader SCM legislative framework.

DUTIES:
Some key Outputs include: Demand Management: Collaborate information from business units to design and develop the demand management and procurement plans, Monitor available budgets in conjunction with stakeholders and advice on estimated commitments. Verify submissions for correctness and in compliance with prescribed legislative prerequisites. Evaluate the appropriateness of transactions in terms of the PPPFA for compliance. Manage procurement plan and report progress as per prescripts. Maintain the software licenses database Bids Management: Compile draft business plans for engagement with stakeholders and manage the bidding process. Refine bid specifications, terms of reference, integrate the evaluation and assessment criteria and develop special conditions for bids. Coordinate the bid evaluation and bid adjudication meetings. Maintain the bid evaluation and bid adjudication meetings.
register and report to management Strategic Sourcing: Compile a spend analyses process to identify high spend commodities and categorise items to enhance business effectiveness. Identify key sourcing reviews and evaluate its impact on the business to sensitise the market on the needs of business. Initiate the capacity building process on identifiable categorised items and develop a projection plan on business perception. Develop and implement strategic sourcing policies, processes and procedures Initiate awareness on strategic sourcing and promote implementation of strategic sourcing practices within the broader business Stakeholders Engagement: Forge business relationship and networking with suppliers to improve and widen sourcing items per category. Update stakeholders on the latest trends applied in strategic sourcing in compliance with the Financial Management Reporting framework. Provide progress reports on the approved procurement plan, tenders and analyses aged contracts. Consult with stakeholders and engage on risk factors of procurement. Assess and evaluate the impacts emanating from the deviation register and advice on corrective action.

ENQUIRIES
APPLICATIONS
POST 07/44 : ECONOMIST: AFRICAN ECONOMIC INTEGRATION REF NO: S114/2020
Division: International and Regional Economic Policy (IREP)
Purpose: To assist with the collaboration of South Africa’s relations with Africa Continental institutions, etc. and enhance and improve bilateral relationships with member states.

SALARY : R470 040 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ Degree in Economics/ Political Science, A minimum 3 years’ experience obtained within a development institution/ policy/ financial environment, Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda, Knowledge of benchmarking and research.
DUTIES : Some key Outputs include: Policy Analysis: Assist with the formulation of position papers on South Africa and the projected future of institutions like AU, etc. and their regional integration agenda, Assist with the provision of inputs into cabinet memoranda and the coordination of the Inter-Ministerial Committee process, Assist with the monitoring and development of profiles for member countries’ economies, Assist with the development of bilateral policy positions of member countries on finance and development on specific subject areas Regional Integration: Assist with the assessments of the costs associated with existing institutional arrangements of member countries and evaluate the benefits of participation, Provide inputs to policy on co-operation with regional and global multilateral institutions on the development of member countries, Assist manage cooperation between the AU Commission and Ministries of Finance of member countries, Stakeholder Engagement: Assist with updating views on member countries emanating from business and other non-state organisations and arrange knowledge-sharing platforms, Co-ordinate task teams from member countries for capacity building sessions, Assist with the coordination of dialogue between the Minister of Finance and counterparts from member countries, Disseminate the Commission outputs for consumption of members Africa Continental Cooperation: Assist in negotiations within and bilaterally with member countries, Coordinate and update in-house publications on projects.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.CS@treasury.gov.za

POST 07/44 : ASSISTANT DIRECTOR: FISCAL RESEARCH REF NO: S108/2020
Division: Budget Office (BO)
Purpose: To play a major role in furthering the research agenda of the National Treasury, Provide fiscal policy advice to the Chief Director: Fiscal Policy and other senior managers in Treasury on the short and long-term impacts of fiscal policy decisions, and relevance to the developmental goals of the South African government.

SALARY : R470 040 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ Bachelor’s Degree in, Economics/ Public Policy/ Finance, 2 years’ academic experience in either economics or in fiscal analysis, public finance, or macroeconomic research, Experience in policy development and communication is also valued, Knowledge of Economic Analysis and Research, Knowledge of the Public Finance Management Act and Treasury Regulations.

DUTIES : Some key Outputs include: Fiscal policy research: Contribute to the research agenda and work programme of the directorate, in line with the requirements of the CD: Fiscal Policy and the relevance to the broader international macroeconomic environment, Assist the Director: Fiscal Research with researching and proposing institutional frameworks to govern overall fiscal aggregates, Provide research on the long-run fiscal impacts of policy-decisions, particularly as it relates to aggregate savings, debt and investment, and the sustainability of social policies Database Management and Fiscal Framework Analysis: Maintain debt sustainability model and revenue analysis workbook, Research and analyse government financial statistics database, Create and maintain a standard Fiscal Policy database for analysis of information, Assist and maintain the consolidated government fiscal framework which includes the General Government Finance Statistics database, Provide analysis and reports pertaining to the fiscal framework and bi-annual budget processes Budget Review and MTBPS: Provide support to chapters inputs and general editing of documents, Assist with the budget media analysis prior to the official presentation, Provide inputs for the Q&A document and media lock-ups, prior to budget presentation, Arrange the post-budget feedback for civil society and public-sector economic forums Stakeholder Engagement and Research: Provide report writing and analyse the quarterly consensus forecasts, Prepare reports that analyse the World Economic Outlook and the International Monetary Fund Fiscal Monitor.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.BO@treasury.gov.za

POST 07/46 : ASSISTANT DIRECTOR: TRANSVERSAL CONTRACTING REF NO: S097/2020
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To assist in the coordination of the SCM commodity process within Transversal Contracting and cofacilitating the transversal contracts analysis terms and conditions of contracts.

SALARY : R376 596 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria

DUTIES : Some key Outputs include: Management of Centralized Contracts: Assist in the facilitation and administration of Transversal Term Contracts, as follows: Demand Management, Acquisition Management, Contract Management, Supplier performance management and reporting Promote and Support Strategic Procurement: Assist in implement strategic procurement: Application of strategic sourcing, Quantification of economic benefits, Price Benchmarking, Market and industry analysis Compliance and Risk Management: A Improve internal control environment, Promote the transparency and compliance of SCM processes, Develop and Implement risk mitigation strategies, Apply SCM business processes, Supplier performance management, Improve contract management, Manage Litigation Promote Government Socio-Economic Objectives: Assist in implementation of Government policies aimed at improving the socio-economic objectives by supporting, Black Economic Empowerment, Industrial Policies, Preferential Procurement, Small, Medium and Micro Enterprises Development , Other policies with a developmental agenda.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.OCPO@treasury.gov.za
POST 07/47 : ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: S101/2020 (X2 POSTS)
Division: Office of the Chief Procurement Officer (OCPO)
Purpose: To provide strategic procurement support services to improve performance and efficiency of the state procurement system including value for money and leveraged benefits.

SALARY : R376 596 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ Degree in Supply Chain Management/ Logistics/ Purchasing / Business Management, A minimum of 3 years’ experience in the supply chain management environment, Experience in strategic sourcing, Knowledge of project management, Knowledge of the broader public service SCM legislative framework, Knowledge of Managing cross functional sourcing teams, Experience of data gathering and analysis, Experience in commodity analysis and research.

DUTIES : Some key Outputs include: Strategy and Policy: Contribute to the design, development and maintenance of a strategic procurement framework including, National guidelines, processes and standards for strategic procurement, A strategic procurement monitoring and evaluation system, Assist with the dissemination of the strategic procurement framework of government, Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines Stakeholder Management: Engage stakeholders and facilitate and coordinate the development and implementation of strategic procurement strategies and plans, Engage with public sector-specific strategic and external partners to support the development and implementation of strategic procurement strategies and plans Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services, Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres, Assist with the design and development of strategic procurement work plans for: Client engagement, Monitoring and evaluation, Manage and perform commodity spend analysis, market and industry analysis, supplier analysis, specification and demand analysis, total cost of ownership and any other analysis as may be required Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required), Analyse information sources for the identification of key strategic procurement project opportunities for targeting based on: The importance of the commodity/service to achieve service delivery, The complexity of the supply market, Contribute to the identification and recommendation of new and alternative solutions to strategic procurement services, Contribute to the client environment and strategic procurement-related reports and diagnostics, Conduct research, and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including: Strategic procurement best-practices, Strategic procurement spend analysis and research, Strategic procurement recommendations, Strategic procurement recommendations facilitation and implementation.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.OCPO@treasury.gov.za

POST 07/48 : ASSISTANT MANAGER: TRAVEL CO-ORDINATOR REF NO: S012/2021
Division: Corporate Services (CS)
Purpose: To engage travel providers on air, road travel and lodgings costs with the aim to achieve corporate discounted agreements with selected carriers, lodgings and road travel agencies.

SALARY : R376 596 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Diploma/ Degree in Travel and Tourism or related qualification, 3-6 years’ knowledge and experience of logistics, travel, transportation and hotel booking, Knowledge of relevant Public Service framework on travel coordination, Knowledge
of policy analysis and research, Knowledge of analysis practice notes on Government travel directives and related.

**DUTIES**: Some key outputs include: Coordinate travel arrangements, and verify payments; Communicate with service providers on service offerings and confirm bookings, Liaise with travel bookers to facilitate arranged travelling, Monitor travel needs of the divisions for compliance and alignment with travel budget, Advice stakeholders on all travel-related issues impacting on their budgets, Verify all payments made against set government rates as per contracts terms and conditions, Negotiate discount rates with service providers, Confirm BBBEE compliance of service providers prior to engagements, Monitor deviation pertaining to flights, accommodation, car hire, venue hire and conferencing; Report any losses suffered by the organization due to cancellations and negligence, Provide spend analysis in terms of categories e.g. venue hire and conferencing, etc. Provide feedback to management on savings, exceptions, company travel and deviations Comply to travel policy and procedures: Align the travel policy and monitor adherence pertaining to the application on specified types of cars allowed for hire, Verify the validity of trip authorization form prior to trips being undertaken or amendments to travel plans, Monitor the application and distribution of road travel credit cards to the service providers Monitor performance of suppliers: Investigate possible corporate discount agreement opportunities with well-known carriers, Provide input on supplier performance per contact and business offerings on travel agencies, Develop and implement a balance score card on the assessment and review of service providers pertaining to travel.

**ENQUIRIES**: Human Resources on Tel No: (012) 315 5100

**APPLICATIONS** may be sent via e-mail to Recruit.CS@treasury.gov.za

**POST 07/49**: **MFMA ADVISOR REF NO: S103/2020**
Division: Office of the Accountant-General (OAG) Purpose: To assist with coordinating, support and monitor of the implementation of the Municipal Finance Management Act (MFMA).

**SALARY**: R376 596 per annum (Remuneration package benefits exclusive)

**CENTRE**: Pretoria

**REQUIREMENTS**: A Degree/ National Diploma in Public Finance/ Management/ Public Management/ Economics, A qualification in Statistics or related will be an added advantage, A minimum 3 years’ experience in public administration pertaining to financial management, Knowledge of local or provincial government structural set-up, Knowledge and understanding of the MFMA and other local government legislation.

**DUTIES**: Some key Outputs include: Policy Support: Assist with the development of policies to give effect to the implementation of the MFMA Implementation: Assist with the progressive and effective implementation of the MFMA in all municipalities and municipal entities, Research into best practices for LG Finance and related matters, Input for the drafting of new regulations, Promote improvements in financial management in municipalities and municipal entities, Prepare and gather subject material necessary for the drafting and preparation of circulars relevant to financial management in LG, Develop relevant guidelines w.r.t. financial management for practical application by all municipalities and municipal entities, Prepare information for publication in government gazettes, Collecting in-year municipal reports and the analysis thereof, Implement and manage projects relating to the MFMA, Prepare responses for the MFMA Helpdesk and handling correspondence and inquiries from all stakeholders regarding municipal finance Monitoring and Reporting: Use reporting databases to assist with information management, Compile reports analysing and reflecting trends in information contained in MFMA returns and compliance checklists Support and Capacity Building: Assist in building capacity in financial management in cooperation with other role players, Assist with training to provincial treasuries and municipalities, Develop material to enhance the internal development and capacity building of MFMA Unit staff and that of other directorates with NT, Participate in MFMA related training workshops, Attendance at SCOF and other related visits and meetings, Attend to capacity review visits to provincial treasuries and delegated municipalities Coordination: Attend and interact at National and provincial MFMA Coordinators Meetings, Constructive feedback and reporting at regular meetings with PTs, non-delegated municipalities and
internal MFMA stakeholders regarding MFMA Implementation, Coordinate internal and external activities required to administer, guide, support, monitor and report on the MFMA, Support and monitor the implementation of the intergovernmental grants and transfer system, including support to the annual DORA process, Provide responses to cabinet memoranda and other enquiries.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.OAG@treasury.gov.za

POST 07/50 : ASSISTANT DIRECTOR: LEGISLATION REF NO: S123/2020
Division: Office of the Director-General (ODG)
Purpose: To assist in legislative matters relating to fiscal, intergovernmental & financial sector policy

SALARY : R376 596 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : An LLB degree, A minimum 2 years’ experience obtained in a regulatory environment, Knowledge of constitutional, administrative law and the broader legal framework, Knowledge of the interpretation of statutes, Legal research skills.
DUTIES : Some key Outputs include: Prepare draft primary legislation: Participate in policy processes considering changes to primary legislation or new primary legislation, Prepare first drafts of Bills or check draft Bills to ensure alignment in with best practices and consistency with the Constitution and other primary legislation, Prepare socio economic impact assessments for draft Bills, Prepare documentation for submitting draft Bills to Cabinet and Parliament. Provide support during the Executive and Parliamentary processes for draft Bills. Analyse draft primary legislation of other institutions relevant to NT’s functions: Comment and, assist in the co-ordination of comments, on draft legislation initiated by other national departments submitted to the National Treasury before Cabinet processes, Comment on draft legislation submitted to Cabinet Committees or Cabinet by other Ministers. Preparation of, and comment on, subordinate legal instruments: Draft or edit subordinate legal instruments to be made by the Minister of, Assist with the preparation of documentation required for the promulgation of subordinate legal instruments, Comment and co-ordinate comments on subordinate legal instruments of other institutions relevant to National Treasury’s functions Review legislation administered by National Treasury: Audit National Treasury’s legislation for technical quality, adherence to best practice and consistency with the Constitution and other primary legislation, Assess legislation administered by National Treasury against government policy objectives. Advice on interpretation of legislation: Advise on the interpretation of legislation administered by National Treasury and other legislation having a bearing on NT's functions Stakeholder Engagement: Establish appropriate relationships within NT, relevant institutions under the auspices of the Minister of Finance and the Office of the Chief State Law Advisor and other Departments.

ENQUIRIES : Human Resources on Tel No: (012) 315 5100
APPLICATIONS : may be sent via e-mail to Recruit.OAG@treasury.gov.za

POST 07/51 : FINANCIAL ANALYST: NRF & RDP (BANKING SERVICES) REF NO: S106/2020 (X2 POSTS)
Division: Office of the Accountant-General (OAG)
Purpose: To Support the rendering of a banking service providing a support function to all national departments.

SALARY : R316 791 per annum (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ Bachelor’s Degree in Financial Management/ Accounting, A minimum 2 years’ experience in Accounting/ Financial Management, Knowledge and experience of the banking environment.
DUTIES : Some key Outputs include: Banking Services: Scan cheques batches and verify its correctness, Initiate foreign payments on Safety web Banking System and submit authorised payments via Society for Worldwide Interbank Financial Telecommunication (SWIFT) in conjunction with the South African Reserve Bank (SARB) Foreign payment Banking system, Verify and authorise same day local
payments on SARB Internet Banking system and reconcile number of payments against total amounts submitted and authorised before the National Payment System closes for the day, Liaise with SARB and Commercial banks regarding opening and closing of bank accounts by National Departments and the linking of these accounts to the relevant departmental bank account for processing of payments and deposits, of unreconciled and unidentified transactions on bank statements, Verify settlement of charges and any other matters in respect of banking services e.g. branch codes, bank mergers and name changes, Assist with reconciliations and generate a banking statement for each respective PMG account to be submitted to respective financial systems Administrative Support Service: Provide departmental training on verification of bank details, local and foreign payments processes, downloading of reports, request for funds processes, Process all payments electronically unless approved and authorise by relevant Treasury, Process input files for verification of suppliers banking details with commercial banks and provide reply files for requests received, Follow-up on outstanding replies from commercial banks, Implement payment schedule for DORA grant payments and for departments, Assist departments with payments of grants to municipalities in terms of the DORA legislation and approved bank account as maintained by the Central Supplier database, Reconcile outstanding balances for Departmental revenue against outstanding balances of the National Revenue Fund and suspense accounts, Distribute documents and departmental queries per cluster, Order deposits and cheque books in sequence. Authorise requisitions from departments for cheques utilised and deposits made against the relevant records, Obtain banking details of public entities and national departments and verify against approvals granted in terms of section 7(1) of the PFMA, Reconcile invoices for bank charges against number of accounts verified, Follow up on outstanding departmental bank reconciliations Record Keeping: Daily maintain records of all related reports obtained from SARB internet banking system in respect of local payments processed, Maintain daily requests and authorisation for urgent SWIFT payments, Maintain daily invoices and linking thereof against foreign payments processed on the banking system to meet foreign exchange regulations of the SARB, Filing and maintain monthly departmental reconciliations, day-end reports and account balances retrieved daily from safety web system for ease of reference, Ensure accurate electronic filing on I-drive for all relevant correspondences with respective Stakeholders e.g. SARB, departments, commercial banks System Enhancements: Oversee system enhancements to maintain the banking system, Verify system enhancements and engage users after sign-off related to changes.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.OAG@treasury.gov.za
POST 07/52: TRAINING ADMIN OFFICER: FINANCIAL SYSTEMS REF NO: S102/2020
Division: Office of the Accountant-General (OAG)
Purpose: To provide an administration support service to all the trainees pertaining to financial systems and related training requirements.

SALARY: R316 791 per annum (Remuneration package benefits inclusive)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma/ Degree in Public Admin/ Management, A minimum 2 years’ experience obtained in a training administration environment, Knowledge of the procurement procedures of the Public Sector.
DUTIES: Some key Outputs include: Admin Support: Verify all training offerings and record on financial systems database prior to posting on website, acknowledge applications and inform applicant Departments, Respond to candidate trainees queries timeously, Co-ordinate all the logistics pertaining to the courses attended and other related programmes, Administer all training logistical requirements, eg. Bookings, confirmation of venues and post-training assessments, where necessary Training Support: Update the training database pertaining to follow-up programmes of trainees, Provide statistical information pertaining to training targets and plans, Respond to all queries pertaining to training requirements and keep record of all users inter-actions Database Management: Update and maintain the database pertaining to courses, certificates issued, etc. Initiate updates to websites to
address stakeholders training requirements, Conduct self-audit on the training databases and verify against reports Presenting: Present scheduled and non-scheduled courses, Identify and report technical problems to the technical team, Co-ordinate pre and post evaluations of trainees and recommend entrants requirements for courses Material Development: Develop and maintain training material according to the standards, Research and recommend learning and assessment tools, Maintain and control versions of published material.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.OAG@treasury.gov.za

POST 07/53: GRAPHIC DESIGNER (JUNIOR) REF NO: S091/2020
Division: Office of the Director-General (ODG)
Purpose: To assist with conceptualisation, design and layout of publications for both print and electronic mediums as well as photography and desktop publishing.

SALARY: R316 791 per annum (Remuneration package benefits exclusive)
CENTRE: Pretoria
REQUIREMENTS: National Diploma or Bachelor’s Degree in Graphic designing or Visual Communications, A minimum 2 years’ agency or in-house design studio experience.
DUTIES: Some key Outputs include: Conceptualisation: Interpret design briefs, generate ideas and create concepts for optimum solutions to design problems and needs of the department Design and layout: Take direction from written or spoken ideas/concepts/briefs and convert them seamlessly into high-impact/meaningful designs/communications, Electronic Medium: Assist with the layout, design and branding of Treasury and Ministry electronic publications and other elements such as eNewsletters, embedded and/or HTML email communiqués, photo and video editing, motion graphics, web design, audio-visual, Microsoft Word and PowerPoint templates, etc. Print Medium - Assist with the layout, design and branding of National Treasury and Ministry print publications & other elements such as newsletters, posters, booklets, annual reports, strategic plans, corporate ID development, logo designs, adverts, etc. Photography and videography: Manage a weekly diary of NT events in order to take pictures at those events, Take quality photos and videos at departmental events, Edit photos and video footage captured and properly save and archive Communication Projects and Events: Assist with recurring and ad hoc National Treasury projects and events.

ENQUIRIES: Human Resources on Tel No: (012) 315 5100
APPLICATIONS: may be sent via e-mail to Recruit.OAG@treasury.gov.za

POST 07/54: FINANCIAL SYSTEMS ADMINISTRATOR REF NO: S105/2020
Division: Office of the Accountant-General (OAG)
Purpose: Provide an administrative support service to the financial systems business unit and facilitate technical requirements on training matters pertaining to Persal, BAS, LOGIS and VULINDLELA.

SALARY: R257 508 per annum (Remuneration package benefits exclusive)
CENTRE: Pretoria
REQUIREMENTS: A minimum Grade 12 coupled with 12 months’ certification in Office Administration from a reputable institution, A minimum 12 months’ experience obtained in an administrative environment, Knowledge of the government SCM process on procurement, Knowledge of financial systems, (Persal/ Logis/BAS).
DUTIES: Some key outputs include: Administrative Support Service: Coordinate meetings and manage electronic document tracking system, Assist with proceedings during meetings and take minutes, where necessary, Assist the business unit with logistical arrangements during meetings and workshop pertaining to technical training on systems, Draft acknowledgements on receipt of correspondence and update and maintain the filing systems Financial Systems Technical Requirements: Assist with the drafting of submissions on technical updates and maintenance of the systems, Assist the technical projects business unit with the administrative and financial aspects of initiated systems projects, Assist with quotes and engage service providers and internal stakeholders Procurement and Logistical Support Management: Obtain quotes from designated service providers and verify with
Supply Chain Management prior to placement to purchasing of goods, Confirm orders and verify the correctness thereof prior to escalation to correct unit, Execute requests on procurement and related administrative matters in support of the business unit Stakeholder Engagement: Engage stakeholders on training dates and assist with the updating of the online training schedules, Assist with logistical requirements for the business unit, Assist with technical matters concerning Persal, BAS, LOGIS and VULINDLELA.

**ENQUIRIES**

Human Resources on Tel No: (012) 315 5100

**APPLICATIONS**

may be sent via e-mail to Recruit.OAG@treasury.gov.za
ANNEXURE H

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

Office of the Chief Justice (National Office: Midrand): Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

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

Mthatha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.

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

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

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens, Mafikeng.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Deputy Director: Human Resource Management, Private Bag X20051, Mbombela 1211. Applications can also be hand deliver to Mpumalanga Division of the High Court, Office of Chief Justice, Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE

12 March 2021

NOTE

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

OTHER POSTS

POST 07/55 : DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2021/14/OCJ
Re-Advertisement Candidates who previously applied are encouraged to reapply

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

CENTRE : Provincial Service Centre: North West

REQUIREMENTS : A three-year National Diploma/Bachelor’s Degree in Human Resource Management and/or Development or Public Administration or equivalent qualification. A minimum of five (5) years’ experience in Human Resource Management of which three (3) years’ must be at supervisory level and a Valid driver’s license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills. Strong leadership and Project management skills. Good interpersonal relations skills. Problem solving, Presentation and Conflict Management skills. Good interpersonal relations skills. Policy Development and Report writing skills.

DUTIES : Develop and review HR administration related policies. Manage HR Provisioning (Recruitment & selection and appointments) in the Province. Manage staff Establishment of the Province. Manage HR administration, Training and HR Records in the Province. Manage the Performance Management and Development system. Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees. Facilitate the process of Employee Relations in the Province. Provide expert advisory support to stakeholders. Responsible for the interpretation and implementation of OSD policies and resolutions. Give advice on Procedural and technical related matters in respect of Human Resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management. Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.

ENQUIRIES : Ms GT Nkotsoe Tel No: (018) 397 7114

POST 07/56 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2021/15/OCJ
Re-Advertisement Candidates who previously applied are encouraged to reapply

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

CENTRE : Provincial Service Centre: Free State

REQUIREMENTS : A three-year National Diploma/Degree in Public Finance and/ Auditing or equivalent qualification. A minimum of five (5) years’ experience of which three (3) years should be at supervisory level. Knowledge of GRAP/GAAP, Financial Management and Accounting. Sound track record in Financial Accounting in the Public Service or entities. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g BAS, PERSAL and JYP. Knowledge of budgeting of Vote Account. Must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge. A valid driver’s
license. Skills and competencies: Communications skills (written and verbal). Problem solving and decision making skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, Power Point and Outlook). Numerical, analytical, reporting and financial skills. Assertiveness, accuracy and attention to detail.

**DUTIES**

Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Determine the long term direction of court finance services and relate these to present future strategic goals. Manage and direct the Finance Directorates staff and budgets.

**ENQUIRIES**

Ms M Luthuli Tel No: (051) 406 8191

**POST 07/57**

**JUDGES SECRETARY (X4 POSTS)**

(Three-Year Contract)

**SALARY**

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

**CENTRE**

Supreme Court Of Appeal: Bloemfontein Ref No: 2021/16/OCJ (X2 Posts)

Gauteng Local Division, Johannesburg Ref No: 2021/17/OCJ (X1 Post)

Labour and Labour’s Appeal Court Ref No: 2021/18/OCJ (X1 Post)

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Bloemfontein - Ms M Luthuli Tel No: (051) 406 8191

Gauteng/Labour and Labour’s Court Appeal - Ms T Mbalekwa Tel No: (011) 355 0404

**POST 07/58**

**JUDGES SECRETARY REF NO: 2021/20/OCJ**

**SALARY**

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

**CENTRE**

High Court: Mthatha
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mr S Mponzo Tel No: (043) 726 5217

**POST 07/59**: LIBRARIAN (X2 POSTS)

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

**CENTRE**: High Court, Western Cape Division (Cape Town) Ref No: 2021/21/OCJ
Mpumalanga High Court Division Ref No: 2021/22/OCJ

**REQUIREMENTS**


**DUTIES**

Render an effective and efficient library and information service to the users of the library and chambers. Manage the library and information systems. Assist with book selection for the library and chambers. Classify and catalogue the Western Cape High Court library material. Render reference and information services for the Western Cape High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services. Perform any other court related work required to improve the efficiency of the Western Cape High Court.

**ENQUIRIES**

Ms M Baker/ Ms L Adams Tel No: (021) 469 4000- Western Cape
Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000- Mpumalanga

**POST 07/60**: INVITATION TO SERVE ON THE AUDIT AND RISK COMMITTEE REF NO: 2021/25/OCJ

**SALARY**: Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms
of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.

**CENTRE:** Office of the Chief Justice

**REQUIREMENTS:**
- Four-year Legal qualification/ LLB and LLM. A minimum of ten (10) years senior management experience in any of the following fields: Law / Legal Services; Private Practice of Law; Corporate Governance with legal background, preferably in the Public Sector. In addition, applicants must have knowledge of Project Management. Registration with the Law Society/ National BAR Council of South Africa including other recognized Legal Professional Bodies. A legal professional in good standing. Knowledge of the judicial and justice system of the Republic, and extensive exposure to the South African legal fraternity. Knowledge, understanding and prior exposure to relevant prescripts: Superior Courts Act, 2013; Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts. Knowledge, understanding and exposure to Audit and Board Committees with experience in corporate governance and best standards practices, e.g. King IV Report. Extensive leadership and experience in serving on Audit and Risk Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ / State. Excellent communication and interpersonal skills.

**DUTIES:**
- The successful candidate shall take strategic leadership of the OCJ's Audit and Risk Committee in the execution of its mandate. The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial management, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors, the OCJ’s financial statements and performance information, and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics management and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of her/his responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management’s response thereto. Ensure that a combined assurance model of risk management is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and internal controls within the Office of the Chief Justice.

**ENQUIRIES**
- Mr R Mabunda Tel No: (010) 493 2500/2519
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICANTS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

CLOSING DATE: 12 March 2021 @ 16:30 pm

WEBSITE: www.dpme.gov.za

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

POST 07/61

SENIOR HR PRACTITIONER: OD & HR PLANNING REF NO: 004/2021
Sub-Directorate: OD, HR Planning and Administration

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

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate 3-year degree/National Diploma (NQF 6) in Human Resource Management, Organisational Design, Management Services, Operations Management or equivalent and a minimum of 2 years’ experience in the various disciplines of HR, Job Evaluation and Organisational Design with at least 1 year supervisory experience. An NQF 7 qualification will be an added advantage. Knowledge and skills: Must have good knowledge and experience of the PERSAL system. Good knowledge of Establishment Control, high level of computer literacy and sound knowledge of the Microsoft Office suite, Excellent organisational skills and good interpersonal relations, Excellent communication skills (written and verbal), Ability to maintain high level of confidentiality, be able to work under pressure, must have knowledge of PSA and PSR and relevant legislation. Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment.

**DUTIES**: The successful candidate will be responsible to co-ordinate Organisational Design, Job Evaluation. Provide efficient & effective HR Planning, Recruitment & Selection services and produce reports on HR Information. Compile/amend Job Descriptions, conduct Job Evaluation of all mandatory posts and departmental priority posts as well as requests from staff members or management. Conduct work-study investigations and compile reports on findings and provide advice to management regarding job designs and work-study processes. Establishment control & maintenance and PERSAL Establishment maintenance. Render support towards the implementation of human resource planning strategies, systems & processes: Render HR information management and reporting. Provisioning of effective HR administrative support services: Administering of recruitment and selection processes for employees; employee benefits and service conditions, Ensure compliance with relevant legislative frameworks and directives. Interpret, analyse and apply HR policies and procedures. Provide guidance to line managers on HR Management practices and policy matters and assist in the development, review and implementation of HR strategies, policies and procedures.

**ENQUIRIES**: Ms J Mchunu Tel No: (012) 312-0462
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

APPLICATIONS
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

CLOSING DATE
12 March 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 Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

ERRATUM: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 05 dated 12 February 2021 (1) Personnel Practitioner: Service Conditions (HR Admin) Ref no: 2021/18, centre Cape Town Regional Office, have been advertised with the incorrect requirements, the correct requirements are as follows: A three year tertiary qualification in Human Resource Management or equivalent qualification in Human Resources. Appropriate experience in Human Resource environment. General Knowledge of HR related Standards, Practices Processes and Procedures. Knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service. Structure and Functioning of the Department. Knowledge of Persal. Knowledge of PSA, PSR, EEA, BCEA, Labour Relations Act. Computer Literacy. Ability to work with confidential information. Valid Driver’s license, duties read as follows: Administration of leave instead of administration of leaves and incorrect enquiries, the correct enquiries is as follows: Ms C Rossouw Tel No: (021) 402 2014 (2) HR Clerk: HR Planning and Recruitment Ref no: 2021/25, was advertised with the incorrect contact number for the enquiries, the correct contact number is as follows: Enquiries: Ms C Rossouw Tel No: (021) 402 2014, (3) Data Capture EPWP Ref no: 2021/27, was advertised with the incorrect title, the correct title is as follows: Data Capturer EPWP, (4) Groundsman Grade 2 Horticultural Services: Facilities Management Ref No: 2021/30 (X3 Posts GSE Rondebosch), was advertised with the incorrect title, the correct title is as follows: Groundsman: Horticultural Services: Facilities Management Ref No: 2021/30 (X3 Posts GSE Rondebosch), (5) Food Service Aid Ref no: 2021/29, was advertised with the incorrect requirements, the correct requirements are as follows: A junior certificate, Grade 10, ABET with relevant working experience 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.
STATE ACCOUNTANT: PAYMENTS & REVENUE FINANCIAL ACCOUNTING & BUDGETS REF NO: 2021/50

SALARY: R257 508 per annum
CENTRE: Port Elizabeth Regional Office

REQUIREMENTS: A three year tertiary qualification in Commerce with relevant experience in financial environment. Knowledge and understanding of payments and revenue, the PFMA, treasury regulations, financial management and administration, PERSAL, BAS and excel. Computer literacy is essential, accounting, numeracy and organizing. Good communication and report writing skills, ability to work under pressure.

DUTIES: The administration, co-ordination and execution of financial processes in respect of payments. The institution of control measures regarding revenue and petty cash. The reconciliation of BAS debtors, recon to Head Office. The administration of suspense accounts. Liaison with internal and external clients and stakeholders. Attending to audit queries.

ENQUIRIES: Mr. M Ngxangxa Tel No: (041) 408 2326
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

CLOSING DATE: 12 March 2021 at 16h00.

NOTE: General: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Due to current lockdown restrictions, uncertified copies will be accepted of an applicant's ID, Senior Certificate and all educational qualifications obtained together with academic Record thereof and, service certificates of previous employers stating the occupation period must also be submitted and attached to the application form. Certified copies of documentation will be obtained during the course of the selection process. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

OTHER POST

POST 07/63: SECRETARY REF NO: RS01/02/2021 (X1 POST)
Component: Research: Head Office

SALARY: R173 703 per annum (Level 05)

CENTRE: Specialized and Tactical Research: Head Office

REQUIREMENTS: applicable to the post are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational), Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES: Core Functions: To provide secretarial support functions to the Section Head: Specialized and Tactical Research. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Section
Head. Liaise with other Components and Sections on matters relating to the Section Head’s office. Maintain good recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer etc.). Serving refreshment to visitors and during meetings. Manage office inventory.

**ENQUIRIES**

can be directed to Lt Col JL Shandu/ Capt SJ Matlope/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.
DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES
The mandate of the Department is to regulate socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.

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

FOR ATTENTION:
Ms L Mabunda

CLOSING DATE:
12 March 2021 at 16:00

NOTE:
Applications must be submitted on the new Z83 form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp. Applications submitted on the old application for employment (Z83) will not be considered. Each application for employment form must be duly signed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document that were certified not longer than six (6) months previously. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for Senior Management posts, the selection panel shall recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. No appointment shall be made to any SMS post without the appointee having completed the pre-entry certificate (Nyukela) and must be in possession thereof prior to taking up the post. Full details can be sourced from: http://www.thensg.gov.za/training-course/sms-pre-entry-programme. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to security vetting. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

MANAGEMENT ECHELON

POST 07/64:
CHIEF DIRECTOR: GOVERNANCE AND COMPLIANCE: RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/006/2021

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

CENTRE:
36 Hamilton Street, Arcadia, Pretoria

REQUIREMENTS:
Appropriate undergraduate qualification in Disability Studies, Economic Sciences, Human Rights Law, Social Sciences or relevant NQF 7 qualification. Postgraduate qualification (NQF level 8) in Disability and/or Management Studies will be an added advantage. 10 years operational experience in the advocacy of the rights of persons with disabilities; minimum of five years’ experience at senior managerial
level. Intimate knowledge of the legislative framework and regulatory requirements related to the rights of persons with disabilities. In-depth knowledge and ability to apply international and national treaties and instruments impacting on the lives of persons with disabilities; understanding disability from a socio-political and human rights perspective; sound understanding of universal design and access theory and application, inclusive of reasonable accommodation support measures and advocacy and mainstreaming approaches. Good understanding of policy formulation, interpretation and implementation within government. Ability to work across spheres of government and interact at an executive and senior management level. Primary skills: strategic management; business management, advanced verbal communication and report writing; change management; programme and project management; ability to effectively work under tight deadlines, compliance requests and stressful situations. Attributes: analytical thinking; strong commitment to service orientation towards others; assertive; highly motivated; people orientated and able to function within a group; solution orientated – ability to design ideas without direction.

**DUTIES**

Core Functions: Promote good governance and compliance regarding the rights of persons with disabilities. Monitor and evaluate the impact of the implementation of policies and programmes for the rights of persons with disabilities. Ensure compliance with regional, international and continental commitments, instruments and protocol for the right of persons with disabilities. Maintain information and knowledge systems for the rights of persons with disabilities. Coordinate the reporting to regional, continental and international bodies on the rights of persons with disabilities. Fulfil the requirements of a Sub Programme Manager in terms of the Public Finance Management Act, Treasury Regulations and other related legislative compliance requirements. Effective, efficient and economic management of the Chief Directorate.

**ENQUIRIES**

Mr Mbhazima Shiviti
Tel No: (012) 359 0262

**POST 07/65**

GOVERNMENT INFORMATION TECHNOLOGY OFFICER

REF NO: DWYPD/007/2021

**SALARY**

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

**CENTRE**

36 Hamilton Street, Arcadia, Pretoria

**REQUIREMENTS**

Undergraduate qualification in Information Technology or relevant NQF 7 qualification. 10 years operational experience in the field of information and communications technology and at least five years were at middle management level. Knowledge of IT governance and regulatory frameworks. Primary skills and attributes: strategic leadership; financial management; project and programme management; change management; knowledge management; customer relations management; negotiation and facilitation; advanced verbal and written communication; problem solving; honesty and integrity; analytical thinking; innovative and creative; effective interpersonal relations; ability to function effectively under pressure.

**DUTIES**

Core Functions: Develop, review and monitor the implementation of ICT policies, standards and procedures. Ensure the availability of ICT support services. Review and monitor the implementation of the Master System Plan (MSP). Manage ICT contracts and service level agreements with service providers. Manage, implement and enhance ICT security to protect the integrity of data in the Department. Manage the provision and availability of business systems in order to ensure effectiveness. Represent the Department at the GITO Council. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Establish and maintain a culture to embrace an enterprise-wide information management and information technology approach in the Department. Identify and evaluate new technological developments and gauge their appropriateness for the functioning of the Department. Provide ICT support to users in the Department to enable them to execute their functions efficiently and effectively. Effective, efficient and economic management of the Directorate.

**ENQUIRIES**

Mr Mbhazima Shiviti
Tel No: (012) 359 0262
ANNEXURE M

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown/ Private Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentregpg.gov.za.

CLOSING DATE: 12 March 2021

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 07/66: CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/008103
(5-year fixed term employment contract)
Chief Directorate: Resource Management

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

CENTRE: Johannesburg

REQUIREMENTS: Matric plus a SAQA recognized NQF level 7 qualification in Human Resource Management or equivalent related qualification. 5 years' senior management experience. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector, including resource management services are essential, specifically: Strategic Human Resource Management, Legal services, Security Services, Auxiliary Services. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES: Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting; human resource management; legal services; information and communications technology; communications; auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate resource management capabilities – leading the change process in the department in terms of policy, process, organizational re-alignment and system improvements and implementation, with the objective of responsive turnaround times. Oversee and monitor the planning, organization, implementation and maintenance of initiatives pertaining to Resource Management services. Ensure development of a service delivery culture and excellent levels of performance across all Resource Management functions. Ensure optimal departmental resources and capacity through both traditional mechanisms and innovative partnership arrangements where necessary – targeting the establishment of a flexible and nimble performance driven organization.

ENQUIRIES: Mr. E. Ogle Tel No: (011) 689 6861
POST 07/67 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/008104
(5-year fixed term employment contract)
Directorate: Supply Chain Management

SALARY : R1 057 326 per annum (Level 13), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a recognized NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years’ experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES : To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analyzing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees’ secretarial functions and ensure adequate record-keeping of associated documentation.

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

POST 07/68 : DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/008105
(Performance –based: 5 Year Fixed - Term Employment Contract)
Branch: ICT

SALARY : R1 057 326 per annum (Level 13), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Business Management/Information Technology. Minimum of 5 years at a middle management level in project management. At least 3 years’ project management experience in an IT environment is required. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES : Support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director: Project Manager will develop, drive and implement these long-term multi-year and large budget projects. The Director will implement project communication and change management strategy. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.

ENQUIRIES : Mr. E. Ogle Tel No: (011) 689 6861
OTHER POSTS

POST 07/69  :  DEPUTY DIRECTOR: STRATEGIC PLANNING  REF NO: REFS/008106
Branch: Corporate Management

SALARY  :  R733 257 per annum, (all-inclusive salary package)
CENTRE  :  Johannesburg

DUTIES  :  Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans. Analyze the performance environment of the Department and facilitate the development of macro and operational plans to support they delivery of the mandate of the departments within that environment. Conduct research, develop and maintain baselines for strategic and operational plans. Analyze planning and reporting related statistics. Analyze all performance reports and report to relevant managers on findings. Implement and manage the data verification process in line with the departmental objectives. Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans, statutory quarterly and annual reports. Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of Gauteng. Develop reporting tools in consultation with the Province. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to performance information. Compile reports for the Audit Committee on the qualitative performance of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc.; Manage and implement effective efficient management information systems of all strategy and operational plans. Rationalize unnecessary duplication and redundancy of inefficient strategies.

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

POST 07/70  :  DEPUTY DIRECTOR: CONSTRUCTION DEVELOPER  REF NO: REFS/008107
Branch: ICT

SALARY  :  R733 257 per annum, (all-inclusive salary package)
CENTRE  :  Johannesburg
REQUIREMENTS  :  Grade 12 plus a National Diploma/Degree in ICT or related NQF6 qualification. Trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power BI. Training in Business Analysis or Data Analysis. 3-5 years’ experience in Experience in Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. Experience in Data Modelling, Data Warehousing and Data Analytics Solutions. Experience in GIS Analytic Development will be advantageous.

DUTIES  :  Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively
monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

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

POST 07/71 : DEPUTY DIRECTOR: WAREHOUSE DESIGNER REF NO: REF/S/008108
Branch: ICT

SALARY : R733 257 per annum (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/Degree in ICT or related NQF 6 qualification. Trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power BI. Training in Business Analysis or Data Analysis. Experience in Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. Experience in Data Modelling, Data Warehousing and Data Analytics Solutions. Experience in GIS Analytic Development will be advantageous.

DUTIES : Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

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

POST 07/72 : DEPUTY DIRECTOR: TECHNICAL WRITER REF NO: REF/S/008078
Directorate: Centre of Innovation

SALARY : R733 257 per annum (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF 6 qualification in IT or System Development. A minimum of 3-5 years’ experience in the field of technical writing. Good understanding of software development. Ability to adapt the writing process to match the various stages of SDLC requirements. Ability to translate technical terms into layman’s terms.

DUTIES : Prepare simple, readable, audience-focused, original documents for application functionalities, enhancements and updates. Checking the documents for clarity of the language, accuracy, spellings and syntax errors. Verifying the clarity, completeness, accuracy and quality of technical documents. Research available product information, interview remote and local technical experts, conduct independent tests of technical features and software/documentation usability. Function as a member of a cross-functional software team in an agile development environment. Collaborate with application management, software engineers, quality assurance engineers and support personnel to produce product documentation based on established deadlines and milestones. Attend and report regular team meetings. Perform and implement technical and peer reviews of application documentation. Understand different user levels and write to the appropriate level. Adhere to department standards, including templates and style guides. Provide status updates on projects as required by management. Coordinate with other technical writers on documentation projects. Develop working knowledge of product functional areas as assigned.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527
POST 07/73 : DEPUTY DIRECTOR: PERFORMANCE TESTER REF NO: REFS/008079
Directorate: Centre of Innovation

SALARY : R733 257 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF 6 tertiary qualification in IT. A recognized performance testing qualification will be an added advantage. A minimum of 3-5 years’ experience as an Application Developer or Performance Tester. ITIL Service Level Management certification will be an added advantage.

DUTIES : Gather performance testing requirements. Conduct system performance testing to ensure system reliability, capacity and scalability. Work with testing team to develop performance test plans and cases. Develop automated scripts for the initiatives using protocols such as Web (HTTP (s)/HTML) and on applications based on adopted technologies. Develop customized codes in the script in C language for optimizing and enhancing scripts. Analyze test results and coordinate with development teams for bug fixes. Develop automated test results scenarios and environments for performance testing. Generate test summary reports for management review. Analyze root causes of performance issues and provide corrective actions. Suggest new tools and techniques to improve testing efficiency. Assist in project planning, scheduling, budgeting and tracking activities. Provide support in project design, development and deployment activities. Review and recommend improvements to existing test procedures.

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

POST 07/74 : DEPUTY DIRECTOR: FUNCTIONAL TESTER REF NO: REFS/008081
Directorate: Centre of Innovation

SALARY : R733 257 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF level 6 tertiary qualification in IT. A recognized project management qualification will be an added advantage. A minimum of 3-5 years’ experience in system development or functional testing. 3 years’ experience as a System Analyst will be an added advantage.

DUTIES : Provide support in all phases of functional test execution and documentation. Identify bugs and monitor defect tracking systems. Develop acceptance functional test procedures to meet customer requirements. Communicate test results and perform tracking of non-testable software. Develop functional testing plans and perform end-to-end phases of test execution. Document functional, regression and acceptance testing procedures. Review all functional test plans and develop quality assurance test plans. Track defects found at software release phase and develop test data to be used in software development life cycle. Ensure applications are fully regression testable and delivered on schedule.

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

POST 07/75 : DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: REFS/008084
Directorate: Centre of Innovation

SALARY : R733 257 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF 6 qualification in Quality Management or Total Quality Management. At least 3-5 years’ experience in a key role leading Quality Management environment.

DUTIES : Maintain quality management system and produce the required management reports. Identify, adapt and implement most appropriate business process improvement and quality assurance frameworks and methodologies. Conduct evaluations and assessments of current practices to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze
statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Develop and maintain policies and procedures, operational guideline, and contractual agreements relating to compliance standards. Manage Quality Assurance staff and daily operations.

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

POST 07/76: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME (EHWP) REF NO: REFS/008099
Directorate: Human Resource Management

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

DUTIES: Ensure continued promotion and awareness of the Employee Wellness within the department. Refer employees to external service providers for individual group intervention. Designing and implementing interval EHWP policies that are in line with Provincial/National policy guidelines. Building solid partnerships with external stakeholders. Contain trauma incidents or situations and refer affected employees for further assistance. Ensure that sick employees are accommodated at the sick bay. Call ambulance and first aiders when emergency arise. Submit written reports on the progress and activities of the Employee Wellness Programme. Coordinate the training of supervisors and managers in the identification, management, and referral of employees. Design business/operational plans for the EHWP unit. Organize Employee Health & Wellness days where GEMS is invited to do health screening including HCT for all employees and give health talks. Interpret the utilization statistics and design and implement appropriate proactive intervention. Organize Employee Health & Wellness in the workplace. Circulate information on HIV/AIDS. Coordinate Peer Education Programme. Organize events such as World AIDS Day. Ensure that the e-Government is compliant with legislative and regulatory requirements with regard to OHS. Organize and facilitate marketing operations to attract more staff members to join gym. Acquire and maintain the necessary gym equipment. Deal with enquiries, complaints and emergencies.

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

POST 07/77: SENIOR ADMIN OFFICER: STORES REF NO: REFS/008086
Directorate: Supply Chain Management

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus National Diploma (NQF6) in Finance/ Accounting/ Supply Chain Management. 2-3 years’ experience in Finance/Supply Chain Management.

DUTIES: To supervise the work activities such as receiving, record keeping, issuing, dispatching and stock keeping of physical inventory reconciliation staff policies and procedures. To manage a physical store location, its operational logistics and staff. To monitor progress of the unit and report to management on a weekly basis. Verifying the accurate data capturing of all stock movement (transactions) onto the inventory control system and receipts onto SAP. Planning the store’s lay-out, upgrading and resources. Planning and supervision of physical stock taking items in the store and developing user friendly stock items catalogue. Generate and analyze stock management reports. Ensure that staff gets the required training to perform the job. Application of disciplinary measures where and when required. Do the staff evaluation and feedback. Ensure continuous improvement of our performance by continuous revising working procedure and keeping up to date with the latest best practices.

ENQUIRIES: Ms. Sithembile Buthelezi (011) 689 6527
POST 07/78 : PRACTITIONER: PAYROLL SERVICES REF NO: REFS/008101 (X5 POSTS)
Directorate: Payroll Services

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in HR or related with 1-2 years’ experience in HR environment. Knowledge and Experience of Persal and BAS system would be added advantage. Financial background. Payment of allowances.
ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

DEPARTMENT OF HEALTH
It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

OTHER POSTS

POST 07/79 : CLINICAL MANAGER GRADE 1 REF NO: CLIN-MAN-01/TMRH (X2 POSTS)
Directorate: Medical
This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY : R1 173 900 – R1 302 849 per annum
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2020-2021). A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver’s license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.
DUTIES : Responsible for the leadership and management of the delivery of clinical services to patients referred to Thelle Mogoerane Regional Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Thelle Mogoerane Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.
ENQUIRIES : Dr M.M. Malaka Tel No: (011) 891 7318
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months) Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. TMRH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 12 March 2021

POST 07/80: MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/007984

Directorate: Forensic Medical Services

SALARY: Grade 1 R1 106 040 per annum (All-inclusive package)
Grade 2: R1 264 623 per annum (all-inclusive package)
Grade 3: R1 467 651 per annum (all-inclusive package)

CENTRE: Diepkloof, Germiston and Johannesburg FPS facilities

REQUIREMENTS: Appropriate qualifications with proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology and/or Anatomical Pathology. This is a consultant position on the JOINT Staff Establishment of the Gauteng Forensic Pathology Service (Southern Cluster) and the Department of Forensic Medicine and Pathology, University of the Witwatersrand. Experience: OSD Grade 1: None after registration with the HPCSA as a Medical Specialist. OSD Grade 2: minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. OSD Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Valid (Code E/B) driver's license; Willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; Offering professional consultation with relevant stakeholders and provide judicial testimony in Court as required; Ability to work efficiently with co-workers, supervisors and other external agencies e.g. SAPS and NPA; Willingness to keep informed of new developments in Forensic Pathology and Medicine and thus, contribute to the promotion of the Academic Department locally and internationally; Making contributions to assist with training and formulation of policies and procedures for the Department and the Forensic Pathology Service. Computer literacy; Ability to draft, interpret and apply policies and have good communication, interpersonal relationship, development- and teaching skills; Ability to be methodical, detail-orientated, uphold high standards and be able to work under pressure and meet deadlines; Ability to communicate clearly and discreetly in person and in writing of reports or letters, in English.
**DUTIES**

Assistance to the Head: Clinical Department and Head: Clinical Unit in rendering a sound Forensic Pathology Service by active participation in the routine execution of clinico-pathological duties in the Department, together with support to regional stakeholders; Provision of the full spectrum of forensic pathology and medico-legal death investigation services at consultant level, including death scene attendances, forensic post mortem examinations, compilation of relevant reports and Court attendance; Performance of after-hour services during the day and night in the week and over weekends; Participation in the scientific identification process of unknown decedents, inclusive of but not limited to relevant consultation processes; Assisting with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology Service personnel and other participating stakeholders; Participation in death review programs, in stakeholder interactive programs and in academic programs affiliated to the associated tertiary institution(s); Assisting the Head: Clinical Unit and FPS Management Staff with academic and administrative management duties, including maintaining appropriate OHS.

**ENQUIRIES**

Diepkloof FPS Dr Holland Tel No: (082) 781 5571 Johannesburg FPS Dr. Ngude (011) 489 1618 Ga- Rankuwa Tel No: (082) 782 1211 and Springs FPS Dr Tel No: (082) 781 6874

**APPLICATIONS**

Applications must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg, 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

**NOTE**

Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

**CLOSING DATE**

12 March 2021

**POST 07/81**

**DENTAL SPECIALIST GRADE 1/2/3 REF NO: DENTSPEC/01/21 (X1 POST)**

Directorate: Maxillofacial and Oral Surgery

**SALARY**

R1 106 040 – R1 467 651 per annum (inclusive package), excl commuted overtime

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Maxillofacial and Oral Surgery. Registration with HPCSA as a Dental Specialist within the relevant discipline Maxillofacial and Oral Surgery. Appropriate Clinical experience as Specialist in Maxillofacial and Oral Surgery after registration with Health Professional Council of South Africa.

**DUTIES**

Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.

**ENQUIRIES**

HR Manager: Mr. P.F Monama Tel No: (011) 481- 2099

**APPLICATIONS**

Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed /E-mailed applications will be accepted.

**NOTE**

Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
CLOSING DATE : 12 March 2021

POST 07/82 : MEDICAL SPECIALIST REF NO: HRM 14/2021
Directorate: Obstetrician and Gynecologist

SALARY : R1 106 040 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, FCOG or Mmed. Sub-specialty in Maternal and Fetal Medicine is preferred.
DUTIES : the successful candidate will work predominantly in the Obstetrics and Maternal and Fetal Medicine divisions of the department and some of the work will include gynaecological care. This includes allocation for after hour services. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.

ENQUIRIES : Prof. P Soma-Pillay Tel No: (012) 354 2366
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 12 March 2021

POST 07/83 : PN-A9 MANAGER: NURSING (LEVEL 3 HOSPITAL) REF NO: HRM 16/2021
Directorate: Nursing

SALARY : R949 482 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basics R 425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the South African Nursing Council . Nursing Management qualification with South African Nursing Council. At least 5 years of the period referred to be above must be appropriate/recognizable experience at management level, at least from an Assistant Manager’s level . in a hospital environment . Post basic qualifications will be an added advantage. Valid EB driver’s license . Computer literacy . Current South African Nursing council annual practicing certificate . Service certificate compulsory . Strong leadership, good communication, report writing, co-ordination and sound interpersonal skills are necessary . In depth knowledge and understanding of health – related Acts, regulations, statutory body’s acts and regulations and other related policies.
DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing hospital projects.
ENQUIRIES : Mrs. AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 12 March 2021
MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: REFS/008030
Directorate: Clinical Forensic Medicine (CFM)

SALARY:
- Grade 1: R821 205 per annum (all-inclusive package)
- Grade 2: R938 964 per annum (all-inclusive package)
- Grade 3: R1 089 693 per annum (all-inclusive package)

CENTRE:
Forensic Medical Services

REQUIREMENTS:
- Appropriate qualification (MBBCh/MBChB) that allows registration with the HPCSA as a Medical Practitioner and proof of current registration; **Grade 1:** No experience required after registration as Medical Practitioner with the HPCSA; **Grade 2:** A minimum of 5 years’ appropriate experience after registration with HPCSA as a Medical Practitioner; **Grade 3:** A minimum of 10 years’ appropriate experience after registration with HPCSA as a Medical Practitioner. Extensive knowledge in the management of patients in CFM. Valid driver’s license. Compute literate.

DUTIES:

ENQUIRIES:
Dr L.A Kunene Tel No: (082) 6859946

APPLICATIONS:
must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE:
Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE:
12 March 2021
working knowledge of relevant FPS legislation; Good written and verbal communication skills and interpersonal skills.

**DUTIES**: Providing comprehensive medico-legal investigation of death services, inclusive of death scene attendance, after-hour services during the week and over weekends, performance of forensic post mortem examinations including medico-legal autopsies, preparation of relevant medico-legal reports and court attendance; Supporting the implementation of a standardized, quality forensic pathology service; Completing documents for statistical and data analysis purposes; The maintenance of records and reports including archiving and filing; Participation in teaching, research and learning activities in the Department; Assisting the Head: Clinical Unit in service and management duties; Rendering other related professional services and duties as may be assigned from time to time.

**ENQUIRIES**: Ga-Rankuwa FPS: Dr. K.K Hlaise Tel No: (012) 521 4199 Germinston FPS: Dr. Krysztofik Tel No: (082) 781 6874

**APPLICATIONS**: must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address: at the center where the post is allocated.

**NOTE**: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

**CLOSING DATE**: 12 March 2021

**POST 07/86**: MEDICAL REGISTRAR REF NO: HRM 15/2021

**Directorate**: Internal Medicine

**SALARY**: R821 205 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: MBChB/ MBBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g. ACLS, ATLS and Life support strongly recommended. Primaries strong recommendation. After hour duties is a necessity.

**DUTIES**: Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatients in the department as per rotation. Consultations from and all departments of SBAH on Registrar level. Supervision of all rotating pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialties and facilities accredited by the University of Pretoria.

**ENQUIRIES**: Prof. GR Tintinger Tel No: (012) 354 2112

**APPLICATIONS**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE**: 12 March 2021

**POST 07/87**: REGISTRAR (DENTAL): PROSTHODONTICS REF NO: REGPRO/03/21

**SALARY**: R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime

**CENTRE**: Wits Oral Health Centre

**REQUIREMENTS**: Registration with HPCSA as Dentist in category Independent Practice. Two years’ experience as a Dentist excluding Community Service. Working in public service in
the rural areas is a strong recommendation. The Applicant must show a specific interest in Prosthodontics.

**DUTIES**: Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

**ENQUIRIES**: HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099

**APPLICATIONS**: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

**NOTE**: Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE**: 12 March 2021

**POST 07/88**: ASSISTANT MANAGER NURSING SPECIALTY – (ICU/TRAUMA/ THEATRE TECHNIQUE) REF NO: JUB01/2021
Directorate: Nursing
Re: Advert

**SALARY**: R614 991 – R692 166 per annum (Plus Benefits)

**CENTRE**: Jubilee District Hospital

**REQUIREMENTS**: Diploma/degree in nursing that allows for registration with SANC as a Professional nurse. A post basic qualification in ICU/Trauma/Theatre technique. Diploma /degree in nursing administration will be an added advantage. A minimum of 10 years appropriate/recognisable experience in nursing as a Professional nurse. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining a post basic qualification in ICU/Trauma/Theatre technique. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A certified copy of the current SANC receipt. Good communication; report writing; co-ordination; facilitation; liaison; leadership & analytical skills. Problem solving; negotiation; change management; planning and organizing skills. Ability to network and manage information. Ability to work under pressure.

**DUTIES**: Coordination of optimal, holistic, specialized nursing care provided within set standards and a professional framework. Manage effectively the utilization and supervision of resources i.e. Human and Financial .Coordination of effective training and research. Provision of effective support to nursing services .Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**: Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441

**APPLICATIONS**: Documents must be submitted to Jubilee District Hospital Human Resource Department Private 0000000 x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

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

**CLOSING DATE**: 12 March 2021
POST 07/89: HEAD OF DEPARTMENT STUDENT AFFAIRS DEPARTMENT REF NO: REFS/008095

Directorate: Nursing Education and Training

SALARY: R579 696 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Campus

REQUIREMENTS: A Grade 12/National Senior Certificate or equivalent qualification. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A Post-basic qualification in Nursing Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post – basic qualification in Nursing Education. Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Sound communication and leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (Microsoft Office: word, excel, PowerPoint, teams, skype and outlook. Valid driver’s license.

DUTIES: Coordinate planning of the master education and student replacement plan of the college. Management of procedures and processes to ensure safety and security of examinations. Administration of student academic information system. Development and ensure implementation of quality assurance programmes. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own filed of practice. Serve as a chairperson/member on applicable academic/ management committees, prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Student Affairs. Manage various submissions including facilitation of correspondence in Student Affairs. Manage all functions pertaining to the following: student selection process, appointments, and terminations, registration of students with South African Nursing Council and student records. Collaborate with stakeholders and building of strong relationship with other departments.

ENQUIRIES: Ms. P.C Sithole Tel No: (011) 983 3060

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, Bertsham, 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: 12 March 2021 12H00
POST 07/90 : OPERATIONAL MANAGER SPECIALTY PNB -3 REF NO: TMRH-03-SEP (X2 POSTS)
Directorate: Neonatal ICU/ KMC
Pediatrics Ward
This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY : R562 800 – R633 432 Per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12/STD 10 certificate, Basic R425 qualification or equivalent (i.e. diploma/degree) in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. One (1) year post basic nursing qualification in the relevant specialty, accredited with the SANC. Diploma in Administration will be an added advantage. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running. Development SOPs and protocols for the department. Supervision and control of all material resources and manage costs, strict control of equipment and budget of the department. Liaise with hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict. Have knowledge of DoH policies and National Core Standards. Ensure training needs are met by staff. Quality patient care with prevention of Patient Safety Incidents. Programme of skilling staff through in-service training and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS of all staff in the department. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes, procedures, nursing strategy, and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

ENQUIRIES : Mr MTK Zondi Tel No: (011) 891 7299
APPLICATIONS : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. Applications should be hand delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alore, 1451.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks
and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.

**CLOSING DATE**

12 March 2021

**POST 07/91**: OPERATIONAL MANAGER – HAST PNA REF NO: TMRH-03-SEP (X1 POST)

**Directorate**: Nursing

This is a re-advertisement and applications who previously applied are encouraged to re-apply

**SALARY**: R562 800 – R633 432 Per annum (plus benefits)

**CENTRE**: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical ART and TB services (1). Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. Nursing strategy, nursing statues, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage, as well as NIMART and NIMDRTB. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**: To ensure safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic quality nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge assess pre ART and mitigate safe initiation of treatment, to minimize complications. Ensure ongoing TB screening, early diagnosis and treatment of TB. Ability to apply strategies of tracking and tracing the lost to follow up (LTF). Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates,
ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES: Mr MTK Zondi Tel No: (011) 891 7299
APPLICATIONS: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. Applications should be hand delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Arode, 1451.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.

CLOSING DATE: 12 March 2021
POST 07/92: OPERATIONAL MANAGER: PHC SUB DISTRICT 5 PNB-4 REF NO: TDHS/A/2021/20 (X1 POST)
Directorate: District Health Services

SALARY: R562 800 – R633 432 per annum per annum (plus benefits)
CENTRE: Tshwane Health District Services: Refilwe Clinic
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Qualification of a minimum duration of one year in Nursing Administration/Management or in Health Care Services. Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate and recognizable Experience in nursing post registration as a professional nurse, at least 3 years of the period referred to above must be appropriate and recognisable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A Valid
Driver’s license is essential. Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients’ Rights Charter.

DUTIES: Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.

ENQUIRIES: Dr Moshime Shabangu Tel No: (012) 4519004

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

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

CLOSING DATE: 12 March 2021

POST 07/93: ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY GRADE 1 REF NO: TDHS/A/2021/14 (X1 POST)

Directorate: Radiography/X - Ray Department
Re-Advertisement Please note that this is re-advertisement, people who previously applied are encouraged to re-apply.

SALARY: R517 326 – R574 158 per annum per annum plus benefits

CENTRE: District Health Services (Tshwane)

REQUIREMENTS: A recognised National Diploma or bachelor’s Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver’s license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.

DUTIES: Assist and support the Radiography managers at all levels of care in GDOH. Develop and monitor implementation of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes for as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service
delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD for training related matters. Coordinate the tender processes for procurement of equipment. Perform ad-hoc duties allocated by management team.

ENQUIRIES: Mr TJ Mokhopa Tel No: (012) 451 9107
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. Short-listing Criteria: National Diploma in Diagnostic Radiography, current HPCSA Registration.

CLOSING DATE: 12 March 2021

POST 07/94: OPERATIONAL MANAGER NURSING : (GENERAL UNIT GRADE 1) OUT PATIENT REF NO: HRM 18/2021
Directorate: Nursing
SALARY: R444 276 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e diploma/degree in Nursing as a Professional Nurse. A Minimum of 7 years year’s appropriate/ recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. A Valid driver’s license.
DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders, i.e inter -professional, inter-sectoral, and multi-disciplinary teamwork. Participate in in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES: Mrs. AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 12th March 2021

POST 07/95: CLINICAL PROGRAMME COORDINATOR REF NO: TMRH/CLIN/03 (X1 POST)
Directorate: Quality Assurance (Infection Prevention and Control)
SALARY: R444 276 - R500 031 per annum (plus benefits)
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Qualification in Infection Prevention and Control. A minimum of eight (7) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience in Infection
Prevention and Control Services. Proof of current registration with SANC. Knowledge and understanding of IPC guidelines, Nursing and OHS regulations, policies and Acts. Computer literacy (i.e. MS Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES**


**ENQUIRIES**

Mrs. N.H. Baduza Tel No: (011) 891 7311

**APPLICATIONS**

should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance, HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

12 March 2021

**POST 07/96**

PROFESSIONAL NURSE (SPECIALITY NURSING) OBSTETRICS AND GYNAECOLOGY REF NO: REFS/006629

Directorate: Human Resource Management

**SALARY**

Grade 1: R383 226 - R444 276 per annum (Plus benefits)

**CENTRE**

Sebokeng Hospital

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES**

Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

**ENQUIRIES**

Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302
APPLICATIONS: Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Mosheshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.

NOTE: Applications must be submitted on new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. The completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE: 19 March 2021

POST 07/97: ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: REFS/008006

Directorate: Head Office

SALARY: R376 596 - R443 601 annual (plus benefits)

CENTRE: Forensic Medical Services

REQUIREMENTS: A National Diploma/ Degree in Finance. Accounting and Cost Management Accounting or equivalent qualification. Minimum 5-years' experience in Finance and 3 years’ supervisory experience. Knowledge of relevant Acts (PFMA, Treasury Regulations) and systems (BAS, SAP). Good leadership skills. Must be able to plan, organize and co-ordinate activities in the unit. Ability to work under pressure. Team leadership. Excellent verbal and written communication skills, interpersonal skills and problem solving skills. Computer literate and valid driver's license.


ENQUIRIES: Ms. M Rasivhetshele Tel No: (076) 413 8071

APPLICATIONS: must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE: 12 March 2021
POST 07/98: ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: REFS/008098 (X2 POSTS)
Directorate: Forensic Pathology Service
This is a re-advertisement, and all application who had previously applied for this positions are encouraged to re-apply.

SALARY: R376 596 - R443 601 per annum (plus benefits)
CENTRE: Pretoria FPS (X1 Post)
Ga-Rankuwa (X1 Post)

REQUIREMENTS: A recognised three (3) years Degree/Diploma (NQF Level 6) in Management with a minimum of three (3) years’ experience at a supervisory level (level 7), or Matric/Grade 12 certificate with at least six (6) years at a supervisory level (level 7). Experience/exposure in Forensic Pathology Service and or other related services will be an added advantage. Knowledge and understanding of all legislative frameworks governing the Public Service. Excellent communication, reporting, and writing skills. Computer literacy and a valid driver’s license.

DUTIES: Manage and administer the Forensic Pathology Service facility to provide an efficient and effective service to the public. Ensure effective, efficient and economical training and development of personnel; Promote labour stability within the facility. Collate and analyse information obtained to provide required statistics and daily, weekly, monthly, quarterly and annual reports. Prepare a budget and participate in budget meetings for the relevant financial year. Prepare demand plans for the facility. Ensure availability of PPE to all staff within the facility. Attend training and statutory meetings, and provide feedback to all staff. Give evidence in courts of law whenever required. Assist other FPS facilities and managers in cases of disasters and major incidents. Ensure staff complies with applicable legislation. Manage and safeguard assets, and ensure that the asset register is maintained up to date.

ENQUIRIES: Mr Louw Tel No: (012) 301 1700/7 / 0823063007
NOTE: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. Applications must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

CLOSING DATE: 12 March 2021

POST 07/99: ASSISTANT DIRECTOR REF NO: HRM 6/2021
Directorate: Patient Administration

SALARY: R376 596 per annum (Plus Benefits)
CENTRE: Sterkfontein Hospital

REQUIREMENTS: Grade 12 with 5 to 7 years’ experience in administration of which 5 years must be on supervisory level or National Diploma in Public Administration or equivalent NQF 6 certificate in Public Administration/Office Management. A qualification in monitoring and evaluation will be an added advantage. Have a valid driver’s license. Be computer literate.

DUTIES: Provide Administrative support to Patient Administration and Support directorate. Plan, organize and control administrative activities pertaining to patients. Manage PMDS of supervisors and junior staff. Conduct daily inspections of departments. Manage the electronic filing system. Monitor and control the frontline services in accordance to the deliverology tool. To have a knowledge of PFMA and Treasury Regulations. Knowledge and understanding of the application of Government and
Departmental Policies and Guidelines. Strategic capability and leadership. Be able to communicate effectively in verbal and written communication skills. Ability to work independently and under pressure. Able to coordinate with other units of the department. Be a team player with the ability to work cross functionally. Overseer general administration support functions including Food services, Switchboard, Transport, IT and Patient Affairs. Management and monitoring of overtime. Experience in working with and administration issues of organised labour unions in health sector. Undertake policy or line function tasks as directed by the Corporate Manager related to relevant government acts, prescripts and regulation. Implementation of policy practice notes and implementation of procedures pertaining of public administration. Grievance procedures and management of dispute.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted, failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

CLOSING DATE : 12 March 2021 Time: 12H00
POST 07/100 : OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: HRM 5/2021 (X 1 POST)
Directorate: Allied Department

SALARY : R317 976 - R361 872 per annum (Plus Benefits)
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : A degree in Occupational Therapy. Registration with the HPCSA as an Occupational therapist (independent Practice) Experience in Psychiatry will be an added advantage. Must be computer literate.
DUTIES : Render an occupational Therapy services in allocated areas of work that complies with standards and norms as indicated by Health Policies. Assessment and treatment of patients in allocated work. Involvement in the assessment of trail awaiting detainees. Be responsible for therapeutic and/or income generating projects in areas of work. Effective report writing skills needed. Working well the MDT set up. Active participation in Quality Assurance and PMDS process. Supervision of OTTs. Supervision of students. Participate in CPD activities.

ENQUIRIES : Ms. L.R Hendricks Tel No: (011) 951-8346
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 12 March 2021 Time: 12h00
POST 07/101 : DIAGNOSTIC RADIOGRAPHER GRADE 1 – GRADE 3 (PRODUCTION) REF NO: TDHS/A/2021/16 (X83 POSTS)
Directorate: Radiography/X-Ray Department
Re-Advertisement Please note that this is re-advertisement, people who previously applied are encouraged to re-apply.

SALARY : R317 976 - R532 959 per annum (plus benefits)
CENTRE : Tshwane Health District Services
REQUIREMENTS : Recognised National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer
skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.

DUTIES: Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

ENQUIRIES: Mr TJ Mokhopa Tel No: (012) 451 9107
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. Short-listing Criteria: National Diploma in Diagnostic Radiography, current HPCSA Registration.

CLOSING DATE: 12 March 2021

POST 07/102: FORENSIC OFFICER REF NO: REFS/008102
Directorate: Forensic Pathology Service
Re-advertisement, and all application who had previously applied for this positions are encouraged to re-apply

SALARY: R257 508 - R303 339 per annum (Level 07) (plus benefits)
CENTRE: Germiston (X2 Posts)
Sebokeng (X1 Post)
Roodpoort (X1 Post)
Johannesburg (X1 Post)

REQUIREMENTS: Grade 12 (Matric) with at least (3) years’ experience in Forensic Pathology Services or related services. A recognised three (3) years Degree/Diploma (NQF Level 6) in Management. Experience in Forensic Pathology Services and or related services will be added advantage. A valid driver’s license is essential. Knowledge and understanding of related legislative frameworks in Public Service. Excellent communication, reporting, and writing skills. Computer literacy. Experience and exposure in the field of Forensic Pathology Service and related services, will be added advantage.

DUTIES: Manage and administer the Forensic Pathology Service Facility with a view to provide efficient and effective service to the public. Ensure effective and efficient recovery, storage and processing of bodies, documents/belongings. Safe guard evidence, information, exhibits and property from incidents scenes and keeping of deceased documents and belongings. Assist in rendering an efficient Forensic Autopsy process, which include evisceration, dissection, scribing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Safe guarding of exhibits, specimens, specimen’s statement and reports including completion and administration of statements and documentation during and after the Forensic Pathology Process. Assist in maintenance of mortuary and equipment In a hygienic manner in terms of Occupational Health and Safety. Ensure effective, efficient and economical training and development of personnel. Supervise, provide guidance and leadership to personnel. Collate and analyse information obtained to provide required statistics and quarterly reports. Participate in preparation of budgets for the relevant financial year. Give evidence in courts of law whenever required. Provide assistant to other FPS facilities and managers in cases of disaster.
and major incidents. Ensure timeous submission of daily, weekly monthly, quarterly and annual reports. Implement and practice Batho Pele Principle is mandatory.

ENQUIRIES: Germiston: Mr. G Mashigo Tel No: (082) 306 3027
Sebokeng: Mr P Denner Tel No: (082) 306 3010
Roodepoort: Mr. A Stander Tel No: (082) 306 3019
Johannesburg: Ms. P Mdluli Tel No: (082) 306 3016

APPLICATIONS: must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 0000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE: 12 March 2021

POST 07/103: HUMAN RESOURCE OFFICER REF NO: TDHS/A/2021/21 (X1 POST)
Directorate: Human Resource

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: Grade 12 and 6 years' experience in Human Resource Environment within the public sector or 3 years National Diploma in HRM and 2 years' experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the positions functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions. Good communication skills, Good interpersonal Relations, Computer literacy, valid driver’s license. Ability to work under pressure.

DUTIES: The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowance, leave, MMS, SMS, OSD and other administrative related matters. Provides inputs for the improvement of HR administration procedures, guideline and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resource reporting to this position effectively. Render professional Human Resource administration advice and liaise with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g. PERSAL report and statistics). Attend to AG request and queries. Implement grade and pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.

ENQUIRIES: Mr TJ Mokhopa Tel No: (012) 451 9107
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

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

CLOSING DATE: 12 March 2021

POST 07/104: FINANCE OFFICER REF NO: FINOFF/04/21
Directorate: Finance

SALARY: R257 508 per annum (Level 07) excluding benefits
CENTRE: Wits Oral Health Centre
**REQUIREMENTS**: An appropriate National Diploma/Bachelor's degree (NQF Level 6/7) in Accounting/Financial Management or any financial related qualification with 3 years' experience in the financial field in a public service. Must have working knowledge of BAS, SAP R/3 and SRM. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, PERSAL, Vulindlela); Standard Chart of Account (SCOA) and computer literacy (MS Office) Skills: numeric; report writing; Problem solving Organizational and planning skills. Analytical and innovative thinker; pay attention to detail and ability to work under pressure. Adaptability to change.

**DUTIES**: Assist in compilation of institutional budget submission for Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE), and Estimates of National Expenditure (ENE) and Rollover. Capture budget on the (BAS) Basic Accounting Systems. Provide financial/ budget information during the budget and expenditure meetings. Assist with financial/ budget information required during audit processes. Compile monthly In Year Monitoring (IYM) and Expenditure projection reports on the utilization of institutional budget and spending. Correcting misallocations in expenditure, including PERSAL transactions. Perform monthly reconciliations including PERSAL and BAS reconciliation. Compile and process journals. Draw expenditure reports, maintain and update budget models to ensure that they are in line with all in year adjustments. Attend to all budget and payment queries and provide advice when needed.

**ENQUIRIES**

HR Manager: Mr. P.F Monama Tel No: (011) 481 2099

**APPLICATIONS**

Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

**NOTE**

Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

**CLOSING DATE**

12 March 2021

**POST 07/105**

ADMINISTRATION OFFICER (LINEN/LAUNDRY MANAGEMENT) REF NO: LAO/03/CMJAH2021

Directorate: Logistic Department

**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 3-year National Diploma or Degree in Public Administration / Management from a SAQA recognized tertiary institution with a maximum of 2 years’ relevant experience. Knowledge: Sound knowledge of linen/ laundry equipment / machinery. In-depth knowledge of Legislative Prescripts such as OHS PFMA. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, 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: Customer relations 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: 3 years’ experience as a supervisor in laundry/linen environment. Be able to work shifts. Be a team player and be able to work independently and under pressure. Knowledge of Batho Pele Principles and six Ministerial priorities. Valid Driver’s License. Hospital.

**DUTIES**

Supervise the process of supplying clean linen to the hospital wards, clinics and theatres. Count during dispatching and receiving. Implement SOPs for linen unit,
implement quality standards applicable to linen. Take account of all machinery in unit. Ensure compliance to OHS and Infection Control procedure by Ensure that staff wear PPE/ uniform at all times. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Ensure maintenance of machinery and equipment. Apply Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to rotate within and supervise Logistic units; Be willing to work shifts; Take any other instruction from the Supervisor.

ENQUIRIES
Mr. E. Sithole Tel No: (011) 488 4116
APPLICATIONS
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.

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

CLOSING DATE
12 March 2021

POST 07/106
ADMINISTRATION OFFICER (CLEANING SERVICES) REF NO: AOCS/03/CMJAH2021
Directorate: Logistic Department

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 3-year National Diploma or Degree in Public Administration/Management from a SAQA recognized tertiary institution with a maximum of 2 years’ relevant experience. Knowledge: Sound knowledge of Cleaning procedure and equipment / machinery. Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as OHS PFMA. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, 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: Customer relations 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: 3 years’ experience as a supervisor in cleaning services environment. Be able to work shifts. Be a team player and be able to work independently and under pressure. Knowledge of Batho Pele Principles and six Ministerial priorities. Valid Driver’s License. Hospital environment experience.

DUTIES
Supervise Cleaning department and other allocated Logistics units. Prepare weekly cleaning schedules. Prepare monthly cleaning projects for targeted areas. Implement and monitor cleaning projects, compile weekly report on status of ablution facilities. Ensure compliance to OHS and Infection Control procedure by Ensure that staff wear PPE/ uniform at all times. Monitoring cleaning stock levels and key controls. Keep updated inventory on equipment and cleaning chemicals.
Follow the condemning procedure when equipment is beyond repair. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff; liaise with internal and external stakeholders. Implement Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to work shifts; Take any other instruction from the Supervisor.

ENQUIRIES
Mr. E. Sithole Tel No: (011) 488 4116

APPLICATIONS
Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.

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

CLOSING DATE
12 March 2021

POST 07/107
FINANCIAL CONTROLLER REF NO: FIN-CON-01/TMRH (X1 POST)

Directorate: Finance

SALARY
R257 508 – R303 939 per annum (Level 07) (plus benefits)

CENTRE
Thelle Mogoerane Regional Hospital

REQUIREMENTS
Grade 12 with 5-12 years’ experience in Finance or a recognized three years tertiary qualification in Accounting/Finance with at least 2 years’ experience in budget management. Computer literacy (Ms Word, Ms Excel, Ms Power Point). Must have experience in SAP, SRM, E-invoicing, E-journal and BAS system. Knowledge and understanding PFMA, Treasury regulation, Public Service Act, Report writing skills, Interpersonal skills, Communication skills, Ability to maintain confidentiality, Team leadership, strategic thinking, must be able to plan, organize and coordinate the activities of the unit, ability to work under pressure and handle conflict. Be creative and innovative.

DUTIES
Management of suspense account and misallocation, provide correct SCOA allocation, Releasing of RLS01, Compile and update commitment register, Management of accruals, clearing of web cycle, Compilation of monthly reports, perform various expenditure monthly reports and reconciliation, ensure that supplier are paid within 30 days. Attend to all suppliers’ related queries, Assist on preparation and allocation of budget. Training of staff on expenditure related matters, Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor AG action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.

ENQUIRIES
Mrs MR Hlongwane Tel No: (011) 891 7309

APPLICATIONS
Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, For Hand delivery 1st Floor HR Reception (Steel Cabinet) and sign in the register book or post to Private Bag X01, Airode, 1451.

NOTE
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID
and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 12 March 2021
POST 07/108 : ADMINISTRATION OFFICER REF NO: CHBAH 389 (X1 POST)
Directorate: Logistics (Transport)
SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with 3-5 years’ experience in Transport Management. Computer literacy (Ms Office Package). Valid driver’s license (Code 8/EC/AC) and a valid PDP. Knowledge and understanding of Fleet Management/Transport policy. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

DUTIES : Supervise, guide and motivate Drivers and Despatchers. Ensure that Subordinates go on training (including in service training). Apply progressive discipline against your Subordinates when need arises Co-ordinate transport – ensure that the best and most economic use of Government vehicles are maintained. Exercise control over the maintenance and expenditure involved in the use of Government vehicles. Arrange for proper completion and regular scrutiny of all records and returns concerning Government vehicles. Ensure that the vehicles under your control are kept in a good condition and that they are serviced regularly. Ensure the correctness and analyses of all registers e.g. logbooks and reports, controlled and submitted by subordinates. Ensure the safe keeping of vehicle keys and petrol cards. Ensure licensing of motor vehicles is up to date. Ensure that the Drivers licenses and PDP’s are valid/updated. Ensure that all instructions relevant to the use, operation and maintenance of Government vehicles are complied with. Act as liaison between your office, the mergerce and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims. Communicating with Head Office and Government Garage, re shortage of vehicles, damage on vehicles, renewal of licenses, etc. Reporting of accidents and problems to Government Garage as well as Hospital Management and the completion of T282. Controlling Stats entered by Transport Officer (KPI). Attend to any transport related queries Compile a monthly duty roster for Drivers and Dispatching Clerks. Submit weekly and monthly written reports and statistics to Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Reviews and final assessment.
ENQUIRIES: Ms. J. van Rensburg Tel No: (011) 933 8756
APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE: 19 March 2021

POST 07/109: DENTAL ASSISTANT GRADE 2 (CONTROLLER) REF NO: DACONT2/21
Directorate: Sterilization

SALARY: R198 396 per annum (plus benefits)
CENTRE: WITS Oral Health Centre
REQUIREMENTS: Matric/Grade 12 or equivalent. Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration must accompany the application. Minimum of 10 years working experience after registration with HPCSA and must have proof of supervisory responsibilities/ exposure. Ability to work independently. Knowledge of infection control measures and sterilization of equipment. Good interpersonal and communication skills. Be able to work under pressure. Be willing to work overtime when required. Must be computer literate.

DUTIES: Manage Poly Clinics (Human and material resources) Control and manage ordering of stock in the clinic and responsible for stock taking. Supervise staff in the performance of daily responsibilities including leave and PMDS. Perform all administrative duties in Poly Clinics including HR matters and staff allocation for core and overtime hours. Responsible for managing the unit: dental instruments, equipment and materials. Compilation of reports. Ensure compliance of Infection control and OHS in the unit. Be willing to rotate within the clinics when required. Perform other additional duties delegated by the manager.

ENQUIRIES: Mr. P.F Monama Tel No: (011) 481-2099
APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
NOTE: Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 12 March 2021

POST 07/110: FORENSIC OFFICER REF NO: REFS/008100 (X6 POSTS)
Directorate: Forensic Pathology Service

SALARY: R173 703 - R204 612 per annum (Level 05) (plus benefit)
CENTRE: Pretoria FPS (X1 Post)
Sebokeng (X2 Posts)
Germiston (X2 Posts)
Heidelberg (X1 Post)

REQUIREMENTS: Senior Certificate/Grade 12. A relevant health science qualification, experience in the forensic pathology field or related services will be an added advantage. Willingness to work with the deceased. Expected to perform shift duties, including weekends and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principles. A valid driver’s license minimum Code C1. Basic computer skills. Additional competences: Verbal and written communication, time management, and interpersonal skills

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safekeeping of the deceased, documents and belongings. Safeguard evidence, information, exhibits and property from death scenes. Assist in rendering an efficient forensic autopsy process, which includes evisceration, dissection, and scribing following set standards and guidelines under Forensic Pathologists' supervision. Safeguarding exhibits, specimens, specimen statements and reports, including completing and administration of statements and documentation during and after the forensic pathology process. Assist in the maintenance of mortuary and equipment hygienically in terms of Occupational Health and Safety. Implement and practice Batho Pele Principles.

ENQUIRIES: Pretoria FPS: Mr. C Chauke Tel No: (082) 306 3005
Sebokeng: Mr. P Denner Tel No: (082) 306 3010
Germiston: Mr. G Mashigo Tel No: (082) 306 3013
Heidelberg: Mr S Shongwe Tel No: (082) 306 3010

APPLICATIONS: must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE: This is a re-advertisement, and all application who had previously applied for this position are encouraged to re-apply. Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE: 12 March 2021

POST 07/111: KEYBOARD OPERATOR/ADMINISTRATION CLERK REF NO: SBAH 19/2021
Directorate: Nursing

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Grade 12. Computer literacy (MS Word, Excel, Power Point and Outlook) Office Management course will be an added advantage At least 2(two) years in the field
of Clerical environment. An experience in hospital office management environment will be an added advantage. Good interpersonal relations skills, communication (verbal, written and report writing) skills. Be able to work in a team and under pressure. Be punctual, reliable and honest.

**DUTIES**: Recording, organizing, storing and retrieving information relating to the work in the Deputy Director, Assistant Managers office and patient care office. Type letters, reports and other correspondence. Render office administration duties. Render telephonic and fax services. Order, manage and controlling of stationary stock, Asset management, report on broken, missing items and send for repair. Assist with making of copies and sending of faxes. Rendering and promoting quality and caring customer care, (Batho Pele and We-Care-For You principles, Patient Right Charter). Perform duties as required per job description, work schedule and delegated duties by managers, Support preparations for interview and meetings.

**ENQUIRIES**: Mrs. AM Mowayo Tel No: (012) 354 1300

**APPLICATIONS**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE**: 12 March 2021

**POST 07/112**: HUMAN RESOURCE CLERK REF NO: TDHS/A/2021/22 (X1 POST)

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

**CENTRE**: Tshwane District Health Services

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification. A qualification in Human Resource Management/Public Administration/Management. At least 1-2 years' experience in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethic. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with a wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personnel administration. Knowledge and experience of the PERSAL system will be added as an advantage.

**DUTIES**: Perform administration duties such as appointment. Promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquiries and audit queries. Ensure safe keeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.

**ENQUIRIES**: Mr T.J Mokhopa Tel No: (012) 451 9107/9124

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

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

**CLOSING DATE**: 12 March 2021

**POST 07/113**: PROCUREMENT CLERK REF NO: S/C/M/02/2021 (X1 POST)

**SALARY**: R173 703.per annum (plus benefits)

**CENTRE**: Rahima Moosa Campus
REQUIREMENTS:

DUTIES:
Updating of bin cards and stock cards. Issuing of stock and Compile monthly issued statics. Maintain good working relationships and communication with Colleagues, Supervisors and other stakeholders. Filling of SCM records. Capturing of RLS01. Assist with ordering of approved equipment as per regulations. Assist with the planning of site inspection visit with service providers. Assist during stocktaking and assets verification. Assist with the planning of site inspection visit with service providers. Assist during stocktaking and assets verification. Assist with receiving of stock. Assist with compiling of monthly SCM reports. Assist with preparation of documents for vetting purpose.

ENQUIRIES:
Ms P Thithi Tel No: (011) 247-3316
Mr AT Tsoke Tel No: (011) 247 3321

APPLICATIONS:
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.

NOTE:
All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE:
12 March 2021 at 12:00

POST 07/114:
IT HELP DESK CLERK REF NO: IT/02/2021

REQUIREMENTS:
Grade 12 with a relevant IT Diploma and 1-year relevant IT experience or Grade 12 with A+, N+ with 2 years relevant IT experience. MCSA or MCSE will be advantageous. Knowledge and experience in Desktop, LAN and WAN support, experience in supporting BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure, be client orientated and customer focused. Have good problem solving and analytical skills, knowledge of telephones. Good written and verbal communication and planning skills also required as well as a good attendance profile. Proof of computer literacy is required (Only applicable to the candidate who does not have Diploma or Degree): Computer literacy (Word, PowerPoint, Excel).

DUTIES:
The successful candidate will be responsible for implementing, managing and constantly monitoring all information and commination technology equipment e.g. computers, telephones, laptops, printers and processes etc.; the continuous functioning of the LAN and WAN, to resolve connectivity, provide technical support and maintain desktop and other hardware for all users in the department, perform network troubleshooting and support, install computer hardware, software and configure network devices, internet and email accounts for all users in the College, attend to end-user queries and provide 1st line support, ensure network connectivity of transversal systems i.e. BAS, SAP, PERSAL, and SRM. Audit all information technology equipment. Assist with communication between staff and students e.g. emails. Record keeping, assist with provision of specifications for (IT)
information technology equipment. Assist with ICT strategy including the design and implementation of an effective system. Manage overall ICT systems security and disaster recovery. Support and monitor effective utilization of Interactive boards.

**ENQUIRIES** : Ms T Bele Tel No: (011) 247-3344

**APPLICATIONS** :
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, Mr. AT Tsoke Tel No: (011) 247 3321

**NOTE** :
All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides.

Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered

**CLOSING DATE** : 12 March 2021 at 12:00

**POST 07/115** : DRIVER / MESSENGER

**SALARY** : R145 281 per annum (Level 04) (plus benefits)

**CENTRE** : Rahima Moosa Nursing College

**REQUIREMENTS** :
Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. Must have a valid minimum C1 (Code 10) driver’s license with two (2) or more years’ experience as a driver. Must be in possession of a recent PDP (renewed). Basic literacy and basic numeracy skills. Good command of English language. Ability to work under pressure. Sound Interpersonal relations. Computer certificate will be an added advantage.

**DUTIES** :
Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Report any default to the transport officer. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy. Ensure sanitization of vehicle before and after every trip. Ensure that all relevant documents are recorded and maintained according to legislative prescripts.

**ENQUIRIES** : Mr. NB Mukwevho Tel No: (011) 247 3315

Mr. C Disoloane Tel No: (011) 247 3321

**APPLICATIONS** :
All applications must be delivered to: Rahima Moosa Nursing College, Gate 4 Corner fuel & Riversdale Road Coronationville, Post Private Bag x116 Melville 2109. Human Resource Department.

**NOTE** :
All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

**CLOSING DATE** : 12 March 2021 at 12:00

**POST 07/116** : STORE ASSISTANT REF NO: CHBAH 390 (X3 POSTS)

Directorate: Pharmacy

**SALARY** : R122 595 - R144-411 per annum (Level 03)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Grade 10 or Standard 8 or ABET certificate level 4. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated and able to work under pressure and independently. Ability to handle tasks of multidisciplinary nature and rotate to various areas in the pharmacy. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES: Collection of Pharmacy calling orders from the Medical Supplies Depot. Collecting medicines loaned from other health care institutions in the province. Delivery of pool room stock from the pharmacy to the various wards. Delivering of medicines from the main pharmacy to the satellite pharmacies and wards on the hospital premises. Receiving of vacu-litres from various suppliers and the storage thereof at appropriate storage places in the pharmacy. Delivery and collection of pharmacy stock to and from the various satellites on the hospital premises as requested by the supervisor. Collecting and delivery of pharmacy documents to and from the Auckland Park medical supplies depot on a weekly basis or when requested by the supervisor. Carrying out any other general delivery functions as instructed by the pharmacy supervisor. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES: Ms T O Shabangu Tel No: (011) 933 9100

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

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

CLOSING DATE: 19 March 2021
POST 07/117

LAUNDRY WORKER REF NO: CHBAH 391 (X1 POST)

Directorate: Linen Depo

SALARY: R122 595 - R144 411 per annum (Level 03)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS:
Adult Education and Training (AET) Level 3 or equivalent (Grade 7 /Standard 5).
Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Must be able to work under pressure and to take initiative. Knowledge of regulations and the legislative framework related to Laundry. Experience in a similar environment or health entity will be an added advantage.

DUTIES:
Collect and receive soiled linen from the health institution for the laundry. Sorting of soiled and clean linen according to different categories. Prepare soiled linen for washing, prepare items for ironing, pressing and folding, wash iron, press fold, pack and dispatch back to clients. Convey ironed linen to conduct quality check on finished linen. Rotation to different sections of the laundry. Sign the attendance register on arrival and departure. Wear uniform on a daily basis as protective measure. Wear name tag on a daily basis. Promote professionalism (time management, adhere to the requirements of conditions of employment and code of conduct). Provide assistance to managers to the general laundry functions. Assisting with the rendering of an effective and efficient service within the laundry management services. Be prepared to work overtime when needs arise. Shift work is compulsory. Ensure a clean working environment. Carrying out any lawful and reasonable instruction as instructed by the supervisors. Adhere to timelines. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings, workshops and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES:
Ms K Msomi Tel No: (011) 933 8845

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

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

POST 07/118
GENERAL WORKER REF NO: UPOHC/0009/2021
Directorate: Administration

SALARY: R102 534 – R120 780 per annum (Level 02) (Plus Benefits)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: ABET. Must be literate and able to function in a team. Verbal and written communication skills. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques, equipment and application thereof according to specified cleaning to ensure acceptance clean and neat appearance of building, the ability, health and energy to perform strenuous task. Problem solving skills, planning and organizing skills, good initiative, adaptability to work conditions, thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills, sound interpersonal relations, ability to work in a team and under pressure. A valid Driver’s license. 1-2 years of Experience in cleaning.

DUTIES: The successful candidate will be responsible for the following: Cleaning of offices, corridors and boardrooms and kitchens, restrooms etc. serving water for tea/coffee. Prepare boardroom for meetings. Washing of windows and walls. In absence of linen supervisor, issue and receive linen from wards. Sending dirty linen to and from Masakhana Laundry. Perform any other ad-hoc duties as requested from time to time. Participate in the Performance Management Development Systems. (PMDS).

ENQUIRIES: Mr A Muse Tel No: (012) 301 5700
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. SM Maleswena, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. SM Maleswena PO Box 1266, Pretoria, 0001.

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

POST 07/119
HOUSEHOLD WORKERS REF NO: SBAH 20/2021
Directorate: Nursing

SALARY: R102 534 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 10 or equivalent Abet. Minimum 1 year experience working in a hospital environment will be an added advantage. Good interpersonal relationship and communication skills. Must be physically fit to be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.

DUTIES: Ensure a clean and secure environment for patients and personnel (e.g. cleaning and using of wards, kitchens, bathrooms, sluice’s offices, floors and windows) Disposing of medical and general waste from the wards. Management of dirty linen. Collect and return food trolleys, serve meals, tea coffee and water to the patients.
Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective utilization of human and financial resources. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.

ENQUIRIES: Mrs. AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

DEPARTMENT OF SOCIAL DEVELOPMENT
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Private Bag X35, Johannesburg, 2000.
CLOSING DATE: 12 March 2021
NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 07/120: DIRECTOR: MONITORING EVALUATION, HEAD OFFICE REF NO: SD/2021/02/01

SALARY: R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE: Johannesburg Head Office


DUTIES: Development, Management and maintenance of performance monitoring and evaluation framework, tools and systems. Develop, manage and review

ENQUIRIES: Mr Sibusiso Nkosi Tel No: (011) 355 7680
FOR ATTENTION: Mr Sibusiso Nkosi Tel No: (011) 355 7680
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 07/121: REGIONAL DIRECTOR TSHWANE REGION REF NO: SD/2021/02/02
Re-advertisement: Applicants who previously applied for this post are encouraged to re-apply.

SALARY: R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE REQUIREMENTS: Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACSSP. A minimum of 5 years' experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Attach the Senior Management Services Pre-Entry Certificate. A valid driver's license. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understanding of legislative and Policy framework governing the Department’s key Service Delivery programmes and the Department’s Strategic Plans, Priorities and Service Delivery Model. People Management, Strategic Management, Project and Programme Management Skills.

DUTIES: To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

ENQUIRIES: Mr Sibusiso Nkosi Tel No: (011) 355 7680
FOR ATTENTION: Mr Sibusiso Nkosi Tel No: (011) 355 7680
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 07/122: REGIONAL DIRECTOR SEDIBENG REGION REF NO: SD/2021/02/03
Re-advertisement: Applicants who previously applied for this post are encouraged to re-apply.

SALARY: R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE REQUIREMENTS: Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACSSP. A minimum of 5 years' experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Attach the Senior Management Services Pre-Entry Certificate. A valid driver's license. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understanding of legislative and Policy framework governing the Department’s key Service Delivery programmes and the Department’s Strategic Plans, Priorities and Service Delivery Model. People Management, Strategic Management, Project and Programme Management Skills.

DUTIES: To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

**DUTIES**: To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

**ENQUIRIES**:
Mr Sibusiso Nkosi Tel No: (011) 355 7680

**FOR ATTENTION**:
Mr Sibusiso Nkosi Tel No: (011) 355 7680

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**OTHER POST**

**POST 07/123**: DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: SD/2021/02/04
Re-advertisement: Applicants who previously applied for this post are encouraged to re-apply.

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

**CENTRE**: Johannesburg Head Office

**REQUIREMENTS**: Three-year tertiary qualification in Community Development or relevant and equivalent qualification with 4-5 years’ experience in Sustainable Livelihoods/Economic Empowerment Programme planning, implementation and monitoring. Additional qualification in Business Development or Economics will be added advantage. A valid driver’s license. Knowledge and understanding legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods/Economic Empowerment programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.

**DUTIES**: Provision of support to Cooperatives. Manage skills development programme for funded cooperatives manage the partnership with stakeholders on cooperatives development and support. Management of Job Placement Programmes. Manage skills development programme targeted for job placement of vulnerable individuals. Manage the partnership with stakeholders on job placement programme. Management of Special Projects Manage dignity packages projects. Manage welfare to work transitional projects. Enterprise Development Programme. Manage the skills development programme based on Enterprise Development Programme. Manage the linkages of products and services to markets. Supervision of staff and interns.

**ENQUIRIES**:
Mr Zamokuhle Jaca Tel No: (011) 355 7678

**FOR ATTENTION**:
Mr Zamokuhle Jaca Tel No: (011) 355 7678

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
ANNEXURE N

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH
(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.)

MANAGEMENT ECHELON

POST 07/124 : DISTRICT DIRECTOR REF NO: G28/2021
Cluster: District Health Services

SALARY : R1 057 326 per annum Level 13, (An all Inclusive SMS Salary Package)

CENTRE : UGU Health District Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Clinical Health Science. Current registration with the relevant health professional body. A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care OR District Health System. Proof of exposure/experience in a clinical programmes and hospital management environment including EMS and FPS. Unendorsed valid driver’s license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/Master in Business Management. Project Management. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within Ugu (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to – ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District, provide strategic direction to Institutions, mediate processes for the allocation of resources to Institutions, build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning for a, Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage. Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralized. Management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.

DUTIES : Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring
ENQUIRIES : Mr J Mnedebele Tel No: (033) 395 3274
APPLICATIONS : The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
FOR ATTENTION : Miss N.S Buthelezi Tel No: (033) 395 2896
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 12 March 2021

POST 07/125 : CHIEF EXECUTIVE OFFICER REF NO: G29/2021 Cluster: Hospital Management Services

SALARY : R1 057 326 per annum (Level 13), (An all Inclusive MMS Salary Package)
CENTRE : Ladysmith Regional Hospital
REQUIREMENTS : A undergraduate qualification (NQF level 7) in a clinical related field, with valid registration with the relevant professional body, 5 years of experience at middle managerial level in a health service environment. Unendorsed valid Code B driver’s license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Experience at a Regional/Tertiary Hospital will be an added advantage. A post graduate degree/diploma in management. Knowledge: Knowledge of relevant legislation such as the National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, Knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES : Job Purpose: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department’s strategic goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation, Ensure appropriate asset management and accountability of all assets of the institution, identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress. Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote...
optimal management of the institution as well as optimal service delivery, Ensure that systems and procedures are in place for infrastructure planning and timeous maintenance of the facility and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts, Ensure that goods and services are procured in a cost effective and timely manner, Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies, Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities, Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES: Ms R.T Ngcobo Tel No: (033) 940 2499
APPLICATIONS: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
FOR ATTENTION: Miss N.S Buthelezi Tel No: (033) 395 2896
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE: 12 March 2021

OTHER POSTS

POST 07/126: CHIEF EXECUTIVE OFFICER REF NO: G30/2021
Cluster: Hospital Management Services

SALARY: R869 007 per annum (Level 12), (An all Inclusive MMS Salary Package)
CENTRE: Fort Napier Hospital
REQUIREMENTS: A degree/advanced diploma in a health related field, Registration with relevant professional council. A degree/diploma in health management OR a degree/advanced in a management field. At least 5 (five) years’ management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core
Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment, to improve health outcomes.

**Strategic Planning:** Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. **Financial Management:** Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. **Facility Management:** Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. **Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. **Procurement and Management of Equipment and Supplies:** Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. **Clinical and Corporate Governance:** Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health.

**ENQUIRIES**

Ms R.T Ngcobo Tel No: (033) 940 2499

**APPLICATIONS**

The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION**

Miss N.S Buthelezi Tel No: (033) 395 2896

**NOTE**

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

**CLOSING DATE**

12 March 2021
POST 07/127 : DEPUTY DIRECTOR: FINANCE REF NO: HRM 11/2021 (X1 POST)
Directorate: Dept. Of Finance
Re-Advertisement: those who previously applied need to re-apply. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

SALARY : R733 257 – R863 748 per annum. (All inclusive salary package)
CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : NOF level 7 qualification Bachelors Degree and/or Advanced Diploma with majors in Finance and or Accounting, Management/Financial Accounting, Financial management Plus 3-5 years of managerial experience in a financial field
Recommendation: Intermediate Computer Literacy and/or Valid Driver’s License
Knowledge, Skills, Training And Competencies Required: Good knowledge of Public Finance Management Act, Supply Chain Management Framework, Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations, Solid experience in budgeting, financial planning & analysis, asset management, Vulindlela and Basic Accounting Systems (BAS), Have the ability to perform independently and under pressure as well as report writing & presentation at short notice, Skills: decision-making, problem-solving, good communication, advanced proficiency in Microsoft Excel with excellent quantitative & analytical skills, Attributes – strong leadership, innovation, concern for excellence, drive and enthusiasm.

DUTIES : Provide input towards the development of strategic, annual performance and business plans, Ensure the effective management of budgetary and expenditure control functions for a Hospital Ensure that the adequate policies, systems, procedures and proper internal control are in place to enable prudent management of financial resources, Ensure effective management of stock and assets , Maximize revenue collection of all income due to the Hospital, Ensure appropriate management and utilization of resources allocated to the component.

ENQUIRIES : Dr. T. Mayise Tel No: (031) 360 3015
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T Claims. NB: Candidates to be subjected to a technical exercise/competency assessment as part of selection process intended to test relevant competencies of the job.

CLOSING DATE : 01 April 2021

POST 07/128 : ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: N1/ANM/2021 (X1 POST)
Surgical

SALARY : R614 991 per annum, Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
CENTRE: Addington Hospital: KwaZulu-Natal

REQUIREMENTS:
- Certified copy of Degree / Diploma in General Nursing and Midwifery.
- Certified copy of Registration Certificate with SANC as a General Nurse and Midwife.
- Certified copy of current registration receipt (2021) with SANC.
- Certified copy of Diploma / Degree Post Basic qualification in the relevant Specialty: Orthopaedic or Ophthalmic.
- Post Basic registration certificate accredited by SANC in the relevant Specialty: Orthopaedic or Ophthalmic.
- Certificate of service from current and previous employers is compulsory, which must be endorsed by Human Resource Department. Please request the nursing domain to be indicated on certificates.
- SAQA verification if applicable, obtainable from Human Resource Department.

EXPERIENCE:
- A minimum of 10 years appropriate/recognizable Experience after registration as a Professional Nurse with SANC.
- At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1 year post-basic qualification in the relevant specialty.
- At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level.

RECOMMENDATION:
- Nursing Management would be an advantage to produce degree or diploma and registration with SANC if applicable. A valid driver’s license.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Sound knowledge and understanding of Public Service Policies, Acts and Regulations.
- Sound management, negotiation, interpersonal and problem solving skills.
- Good verbal and written communication skills.
- Knowledge of Labour Relations and disciplinary processes.
- Computer Literacy and information management.
- Analytical, Leadership, Change Management, Conflict Management skills.

DUTIES:
- Provide professional, technical and management support for the provision of quality patient care.
- Control utilization, performance and evaluation of staff including monitoring absenteeism and nursing care standards.
- Manage the provision of nursing care in the designated areas through instituting quality programs and sound supervision.
- Exercise proper utilisation of all available resources. Ensure that all relevant Acts and Regulations are adhered to.
- Participate and co-ordinate the formulation of policies and procedures.
- Ensure control and discipline including analysing and monitoring the training and development of staff.
- Provide leadership in the implementation of National Core Standards.
- Utilise information technology and other management systems for the enhancement of service delivery.
- Advocate and ensure the promotion of nursing ethos and professionalism.

ENQUIRIES:
- Mrs B.N Ndhlovu Tel No: (031) 327 2000

APPLICATIONS:
- All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

CLOSING DATE:
- 12 March 2021

POST 07/129:
- OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3-PAEDIATRICS REF NO: OPMAN (SPEC NURS STREAM) PAEDS/1/2021
- Department: Paediatric-Oncology ward

SALARY:
- R562 800 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

CENTRE:
- Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
- Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) (Paediatric Nursing Science) as required above.
- Current registration with SANC as General Nurse and Paediatrics. A minimum of 9 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required.
- At least 5 years of this period must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post- basic qualification in the Paediatric Nursing specialty.
- Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required.
- Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and
awareness to respond to patient’s needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES**

- Work as part of a multi-disciplinary team to ensure good nursing care.
- Ensure cost-effective, equitable and efficient high quality patient care.
- Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards.
- Ensures compliance with ideal hospitals project.
- Perform duties within the ambit of legal framework as required.
- Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences.
- Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as requested.

**ENQUIRIES**

Miss NO Mkhize Tel No: (031) 240 1063

**APPLICATIONS**

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

**NOTE**

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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**

12 March 2021

**POST 07/130**

OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PNB3-HAEMATOLOGY/ONCOLOGY REF NO: OPMAN (SPEC NURS) ONCO/1/2021

**Department:** Haematology Ward

**Department Haematology and Bone Marrow Transplant ward**

**Re-Advertisement. People Who Applied Before Need to Reapply**

**SALARY**

R562 800 per annum, plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above ie Oncology Nursing. Current registration with SANC. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in Oncology after obtaining the 1-year post- basic qualification in the Oncology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with
DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Oncology patients. Ensure that all programs related oncology and palliative care are implemented. Ensure cost-effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambit of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing’s office as requested.

ENQUIRIES: Miss NO Mkhize Tel No: (031) 240 1063

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

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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: 12 March 2021

POST 07/131: ASSISTANT MANAGER NURSING (M&E) REF NO: SAP 01/2021 (X1 POST)

SALARY: R562 800 – R652 437 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner1s allowances employee must meet prescribed requirements

CENTRE: St Apollinaris Hospital

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent qualification. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Proof of current Registration certificate with SANC (2021).A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. At least 3 years of the
period referred to above must be appropriate/recognisable experience at management level. Valid driver's license. Recommendations Computer Literacy. 

Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service.

DUTIES: Strengthen health information systems. Develop specific M&E plan based on the district’s M&E framework and strategic plan. Manage and support implementation of action plans as generated by the Institution. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services at are/ facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Monitor and support implementation quality assurance programs. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Monitor and ensure proper utilisation of financial and physical resources.

ENQUIRIES: should be directed to Miss NPP Hadebe @ 039/8339001-8

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263

FOR ATTENTION: Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

“People with disabilities should feel free to apply”. The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE: 19 March 2021

POST 07/132: CLINICAL_PROGRAMME_COORDINATOR (QUALITY ASSURANCE) REF NO: SAP 02/2021 (X1 POST)

SALARY: R444 276 – R500 031 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner’s allowance (employee must meet prescribed requirements)

CENTRE: St Apollinaris Hospital

REQUIREMENTS: Senior Certificate (Grade 12) or equivalent qualification PLUS Diploma/degree in nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of Current registration with SANC as a Professional Nurse (2021). Valid driver’s license. Recommendations Computer Literacy. Skills: Demonstrate an in depth understanding of Nursing
Legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of Nursing Care as directed by the professional scope of practice and standards determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills Knowledge of national quality provincial quality initiatives (Human Right, Batho Pele principles and patients’ rights charter).

DUTIES:
- Plans, coordinates and implement quality management and quality improvement programs in the Institution and clinics. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and participate in all quality assurance programs. Ensure policies and procedures are monitored and updated. Ensure that quality improvement programs are initiated and implemented in order to address shortcomings and non-compliance issues.
- Compile and submit monthly and quarterly reports. Perform quality improvement audits and survey monthly and report to senior Management. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the Hospital and Clinics. Ensure implementation of national and provincial initiatives (Patients’ Rights Charter, Batho Pele program etc.).
- Provide advice on various aspects of quality care to the institution. Manage the accreditation Programme for Hospital Identify, facilitate and co-ordinate all QIP’s.

ENQUIRIES:
should be directed to Mr TS Zuma @ 039/8339001-8

APPLICATIONS:
Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263

FOR ATTENTION:
Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

NOTE:
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. “People with disabilities should feel free to apply”. The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE:
19 March 2021

POST 07/133:
PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 03/2021 (X1 POST)

SALARY:
- Grade 1 R383 226 - R 444 276 per annum
- Grade 2 R471 333 - R579 696 per annum
- Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner1s allowance employee must meet prescribed requirements

CENTRE:
St Apollinaris Hospital

REQUIREMENTS:
- Senior Certificate (Grade 12) or equivalent qualification PLUS; BasicR425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council” (SANC) as a Professional Nurse. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification)

**Experience:**

**Grade 1:** A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science.

**Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science.

**Skills:** Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

**DUTIES:**

Provision of optimal, holistic specialized nursing care in obstetrics with set standards and within a professional/legal framework. Implement standard practices criteria and indicators for quality nursing (quality of practice). Implement strategies and standard operational plans for Infection Prevention and Control. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources effectively and efficiently.

**ENQUIRIES:**

should be directed to Mrs NG Myeza @ 039/8339001-8

**APPLICATIONS:**

Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263

**FOR ATTENTION:**

Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

**NOTE:**

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. “People with disabilities should feel free to apply”. The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE:**

19 March 2021

**POST 07/134:**

PROFESSIONAL NURSE (SPECIALTY) GRADE 1/GRADE 2 REF NO: ED/02/2021 (X2 POSTS)

Job Purpose: To provide effective and efficient health care services to the community.

**SALARY:**

Grade 1: R383 226 per annum. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance

Grade 2: R471 333 per annum. Employee must meet prescribed. Requirements and Rural Allowance 12%

**CENTRE:**

Edumbe Community Health Centre
**REQUIREMENTS**: Senior Certificate (Grade 12). Diploma/Degree in General nursing plus 1 year post basic qualification in advanced midwife. Registration with SANC as a General Nurse and advanced midwifery. A minimum of 4 years appropriate/recognizable experience as a General Nurse. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. **Grade 2**: A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognized experience in a Speciality after obtaining one year post basic qualification in the relevant Specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of nursing legislation and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communication skills. Good interpersonal skills. Team building and supervisory skills. Demonstrate knowledge of health related Acts and legal prescripts. Knowledge of COVID 19 protocols.

**DUTIES**: Provision of optimal holistic specialized nursing care self-standards within professional framework. Assist in planning organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organized own work and that of support personnel to ensure proper nursing care. Display a concern to patients promoting and advocating proper treatment and care including awareness to responds to patients needs requirements and expectations of (Batho Pele). Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Province and Professional prescripts/legislation. Work effectively and amicably at supervisory level with person of adverse intellectual cultural racial or religious differences. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement actions of plans. Ensure that MCWH and MBFHI programs and properly implemented. Conduct audit and implement quality improvement programs. Effective utilization of resources.

**ENQUIRIES**: Ms. BTN Kunenei Tel No: (034) 995 8500/67

**APPLICATIONS**: All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag X 322, Paulpietersburg, 3180.

**FOR ATTENTION**: Mrs. EP Mdlalose

**NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE**: 12 March 2021
POST 07/135 : CLINICAL NURSE PRACTITIONER) GRADE 1/GRADE 2 REF NO: TC/1/2021

Job Purpose: To provide effective and efficient health care services to the community.

SALARY : Grade 1: R383 226 per annum. Other Benefits; 13th Cheque Medical Aid (Optional), Housing Allowance
Grade 2: R471 333 per annum. Employee must meet prescribed. Requirements and Rural Allowance 12%

CENTRE : Town Clinic

REQUIREMENTS : Senior Certificate (Grade 12). Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allow registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year qualification in Curative skills in Primary Health Care accredited with SANC. Registration certificate with SANC as a general Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and ethical nursing practices within a primary health care environment. Report writing skills.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and standards as determined for a primary health care facility. Promote quality of nursing care directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure services in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance services delivery.

ENQUIRIES : Ms TN Maphumulo Tel No: (034) 995 8500/80

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, Edumbe Community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3100 Human Resource Management eDumbe Main Street Paulpietersburg.

FOR ATTENTION : Mrs. EP Mdlalose

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 12 March 2021
POST 07/136 : PROFESSIONAL NURSE: TRAUMA (SPECIALTY NURSING STREAM) REF NO: PN: TRAUMA (SPEC NURS STREAM) /1/2021 (X 2 POSTS)
Department: Trauma unit

SALARY : Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
          Grade 2: R471 333 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Basic R425 Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification diploma in Trauma and Emergency Nursing of at least One (1) year, accredited with the SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC Experience Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. A post basic nursing qualification diploma in Trauma and Emergency Nursing Science) of at least One (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/ receipt with SANC (2021) Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on procedures and guidelines related to trauma and emergency nursing care. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Demonstrate advanced resuscitation skills.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards. Effective utilization of resources. Adhere to National Core Standards and Ideal hospital projects as determined by the OHSC. Triage and manage medical and surgical emergencies effectively. Be well versed with disaster management procedure. Display competency in resuscitation and actively involved in in-service education. Participate in quality improvement projects to improve patient outcomes. Be cognisant of measures to prevent clinical risks and litigation. Assume shift leader role when necessary or as delegated by supervisor.

ENQUIRIES : Ms. NO Mkhize Tel No: (031) 240 1063

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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**: 12 March 2021

**POST 07/137**: PROFESSIONAL NURSE: CRITICAL CARE (SPECIALTY NURSING STREAM)  
**REF NO**: PN CRIT CARE (SPEC NURS STREAM) /1/2021 (X7 POSTS)  
Department: Critical care (Adult) + Neonatal ICU

**SALARY**:  
Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional  
Grade 2: R471 333 per annum13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**:  
R425 Degree/ Diploma in Nursing or equivalent qualification and 1 year post basic qualification in Critical care Nursing Science. Current registration with SANC as Professional Nurse and Critical Care specialist. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. Experience Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the Critical Care specialty. Recommendation: Basic Midwifery diploma will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organize own work and that of support personnel to ensure proper nursing care. 

**DUTIES**:  
Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in critical care areas. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES**: Ms. NO Mkhize Tel No: (031) 240 1063

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

**NOTE**: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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**
12 March 2021

**POST 07/138**
PROFESSIONAL NURSE: OPERATING THEATRE (SPECIALTY NURSING STREAM) REF NO: PN THEATRE (SPEC NURS STREAM) /1/2021 (X3 POSTS)

**Department:** Theatre

**SALARY**
Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

**CENTRE**
Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
R425 Degree/ Diploma in Nursing/or equivalent and 1 year post basic qualification in Operating Theatre Nursing Science. Current registration with SANC as Professional Nurse and Operating Theatre specialist. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC. Experience **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the Operating Theatre specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Demonstrate knowledge of National Core and OHSC norms and standards. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organize own work and that of support personnel to ensure proper nursing care.

**DUTIES**
Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in critical care areas. Internal rotation of staff within the relevant specialty will be exercised according to patients' needs. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQURIES**
Miss NO Mkhize Tel No: (031) 241063

**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** : 12 March 2021

**POST 07/139** : PROFESSIONAL NURSE: SPECIALITY NURSING STREAM ONCOLOGY REF NO: PN ONCOLOGY (SPEC NURS STREAM) /1/2021 (X1 POST)

**Department** : Radiation Oncology unit

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**SALARY** :
Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

**REQUIREMENTS** : Degree/Diploma in Nursing and 1year post basic qualification in Oncology. Current registration with SANC as Professional Nurse and Oncology Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience **Grade 1**: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. Experience **Grade 2**: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the Oncology specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

**DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES** : Ms. NO Mkhize Tel No: (031) 240 1063

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

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and
recommendations of the advert. 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 : 12 March 2021

POST 07/140 : ASSISTANT DIRECTOR: SYSTEMS REF NO: AD/SYSTEMS/2021

SALARY : R376 596 per annum, Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE : Addington Hospital: KwaZulu-Natal


DUTIES : Manage the following auxiliary services to ensure optimal usage and cost effectiveness: General registry, Portering and cleaning services, Transport management services, Telecommunication services, Laundry services, Staff residence. Full implementation of the monitoring and evaluation of EPMDS. Improve service delivery in line with National Core Standards. Ensure effective, efficient and economical utilization of resources. Management and administration of outsourced services. Develop and implement effective departmental policies. Ensure compliance with legislation and government policies. Contribute as a member of a multidisciplinary team towards the effective management of the Hospital by participating in the following committees:-Occupational Health and Safety, Infection Prevention Control, Loss and Damage, Disposal, Bid Committee, Housing committee.

ENQUIRIES : Mr M.E Mhlongo Tel No: (031) 327 2574

APPLICATIONS : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual
Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.

**CLOSING DATE** : 12 March 2021
APPLICATIONS: The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.

FOR ATTENTION: Ms. Suzan Mahlase / Mr. Junior Maboya / Ms. Moipone Mathole

CLOSING DATE: 24 March 2021

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. 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, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidates will be subjected to a security clearance. The successful candidates must be willing to sign an oath of secrecy with the Department. All shortlisted candidates for these 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 Office of the Premier. The successful candidates will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

ERRATUM: Kindly note that the post of Chief Director: Provincial Communication Services with Ref No: OTP 01/21/01 advertised in Public Service Vacancy Circular 06 dated 19 February 2021, the responsibilities of the post was advertised with the incorrect responsibilities, the correct responsibilities are as follows: The successful candidate will be required to: Manage research and media liaison services. Improve capacity and efficacy of the Chief Directorate to deliver quality services. Manage corporate communication in the Province. Coordinate, monitor and evaluate implementation of the Provincial Communication Strategy. Provide strategic support and leadership to Communication Services in the Provincial Administration. The closing date for the post of Chief Director: Provincial Communication Services has been extended to the 19 March 2021 at 16h00.
MANAGEMENT ECHELON

POST 07/141 : HEAD OF DEPARTMENT: SPORT, ARTS & CULTURE REF NO: OTP/03/21/01
(Five (5) Years Fixed Term Contract)

SALARY : R1 521 591 per annum (SMS Grade D, Salary Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE : Polokwane: Head Office

REQUIREMENTS : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years’ experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A post graduated qualification in Sport/ Arts / Culture will be an added advantage; valid driver’s licence (with the exemption of applicants with disabilities); Competencies: Core and Process Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

DUTIES : The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction to ensure efficient, effective and developmental support oriented system in the following: Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include:- Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Institutional integration and integrated governance, Arts, culture, museum, heritage and language services promoted, improve access to library and archive information and Sport and recreation programmes implemented. Render administrative and technical advisory support to the Executing Authority. Promote inter and intra-government relations and represent the department in various fora. Direct support to the MEC. Provide strategic leadership of the Department. Regional Integration Implementation of MISS. Managing a corporate/enterprise through leading people and task execution management. Design Strategic Planning Frameworks.

ENQUIRIES : Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole Tel No: (015) 287 6360

POST 07/142 : HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF TRANSPORT & COMMUNITY SAFETY REF NO: OTP/03/21/02
(Five (5) Years Fixed Term Contract)

SALARY : R1 521 591 per annum (SMS Grade D Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years’ experience at a senior managerial level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A post graduated qualification in Transport Management/Policing will be an added advantage; Valid driver license (exempting applicants with disabilities). Core and Process Competencies: Strategic
Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Problem Solving and Analysis; Knowledge Management; Client Orientation and Customer Focus; Communication; Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

**DUTIES:**

Provide strategic leadership and direction to ensure efficient, effective and developmental support oriented system in the following: Establishing and implementing the strategic direction of the department to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department’s vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include: Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review; Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy; Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Regulate and monitor transport services through transport licensing, public transport monitoring and intensified traffic law enforcement operations; Develop and implement transport and infrastructure plans and ensure such plans support current and future growth of the transport sector; Provide provincial police oversight services, establish and maintain partnerships with community safety stakeholders; Promote economic development through effective and efficient transport development and transport operator empowerment programs; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks.

**ENQUIRIES:**

Ms. Suzan Mahlase Tel No: (015) 287 6030 / Mr. Junior Maboya Tel No: (015) 287 6290 / Ms. Moipone Mathole (015) 287 6360
ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 15 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 07/143 : STATE VETERINARIAN: BACTERIOLOGY/VPH/MEDIA AND COORDINATION

REF NO: AGR 03/2021

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving license. Recommendation: Experience in the following: Managing technical personnel; Veterinary microbiology and other veterinary laboratory diagnostics. Competencies: Knowledge of the following: ISO 17025 standard and requirements; Sound knowledge of animal diseases The ability to work independently and in a team; The ability to work accurately and precisely; Problem solving skills, Planning; Proven computer literacy (MS Word Access, Excel, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Responsible for supervising all diagnostic testing within the scope of the Bacteriology and VPH sections; Interpretation of diagnostic bacteriology and VPH laboratory test results and provision of relevant advice to clients; Compiling and sending reports to WCPVL clients; Monitor the implementation of a laboratory management system in the section according to ISO 17025 standards; Reviewing of results in the laboratory information management system (LIMS); Monitor administrative processes in these sections (e.g. Maintenance of laboratory registers, sections statistics, procurement of laboratory requirements, stock control and monthly section highlight reports); Liaison with other veterinarians (private and state), farmers and other clients of the laboratory; Manage the SPF poultry flock of the WCPVL.

ENQUIRIES : Dr M Seutloali at Tel No: (021) 887 0324
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 07/144 : SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND REF NO: AGR 04/2021 (X2 POSTS)

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Science degree BSc (Hons) or a 4-year BSc degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the...
SACNASP as a professional Natural Scientist in Animal Science or Agricultural Science; A minimum of 3 years post qualification animal science research experience; A valid code B driving licence. Recommendation: Active member of SASAS. Competencies: Working knowledge of the following: Small stock genetics and genomics; dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES: Develop and implement methodologies, policies, systems and procedures; to perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES: Dr C De Brouwer at Tel No: (021) 808 5220

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 07/145: SCIENTIST (PRODUCT LEVEL): FOOD SCIENCE REF NO: AGR 07/2021

SALARY: Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist; A minimum of 3 years post qualification natural scientific experience; A valid code B driving license. Recommendation: MSc or equivalent qualification in Food Science; Experience in agri-processing. Competencies: Working knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills; Proven computer literacy.

DUTIES: Undertake advanced research for the development of new products, adaptation of existing ones including improvement, identification of new and innovative methods and processes, new technology, infrastructure and equipment; Write and publish papers in semi and scientific platforms; Facilitate compliance of agri-processing establishments, infrastructure and product compliance with relevant prescripts and market requirements; Facilitate on-site advice and support and training on various agri-processing activities; Perform administrative and human capital development functions, liaise with various stakeholders within the sector and represent the department and/or programme on various platforms.

ENQUIRIES: Ms L Thabethe at Tel No: (021) 808 7733

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 07/146: LAND USE TECHNICIAN: LAND USE MANAGEMENT REF NO: AGR 04/2020 R1

SALARY: R316 791 per annum (Level 08)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Natural Resource Management/Environmental Management/Agriculture/Civil Engineering; A minimum of 3 years' post qualification experience of Natural Resources Management principles; A valid (Code B or higher) driving license.
Recommendation: Working knowledge of the agricultural sector, crop production systems, water irrigation and soil and physical properties; Rehabilitation plans; Experience using ArcView/GIS programs. Competencies: Knowledge of the following: Theory, design and implementation of environmental resource management plans; Legal compliance; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Problem solving and analysis skills; Working independently and in a team.

DUTIES: Provide support to the land use manager; Assess and provide comments on applications for land use management; Facilitate the representation of the department and the sub-programme; Facilitate and coordinate the development and revision of a strategic plan for agricultural land use in the Western Cape; Liaison with external service providers and clients.

ENQUIRIES: Mr C van der Walt at Tel No: (021) 808 5099

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: 15 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 POST

POST 07/147: DEPUTY DIRECTOR: REGULATORY RISK ADVICE REF NO: CS 03/2021
(3-Year Contract Position)

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

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 4-year LLB Degree (or higher qualification) with admittance as advocate or attorney; A minimum of 6 years proven post graduate experience in legal environment (prosecuting, drafting of legislation and general legal experience); Valid Code B (or higher) driving License. Competencies: Knowledge of the following: Criminal court procedures; Research principles and procedures; Drafting and publishing legislation and regulations; Legislative and regulatory requirements, policies and standards (South African Constitutional Law and comparative systems, Administrative law, Interpretation of Statutes, Criminal Procedures, Law of Evidence); Public management and administration; Public policy; Stakeholder Management; Relationship Management; Monitoring and evaluation methods, tools and techniques; Human Resource Management; Verbal and written communication skills; Proven computer literacy; Project Management skills; Good interpersonal relations; Problem analysis; Excellent planning and organising skills.

DUTIES: Provide professional guidance and advice w.r.t. the performance of assigned personnel in the Watching Brief Unit to achieve key results areas that derive from the Sub Directorates Work Plan/Project plans — purpose of the unit is to improve successful prosecutions; Prepare draft regulations and/or drafting instructions for submission to, and scrutiny and finalisation by Legal Services in support of the Western Cape Community Safety Act and Western Cape Liquor Act; Advise management of Department on community safety, criminal justice and liquor related regulatory requirements and prepare all departmental inputs on relevant draft national and provincial legislation; Manage information (data, knowledge,
wisdom) by applying tools and technologies to inform decision-making in government operations; Provide opinions based on law and Court findings in support of the Western Cape Liquor Licencing Tribunal and Board.

ENQUIRIES : Ms L. Govender at Tel No: (021) 483 5694, Email: Linde.Govender@westerncape.gov.za

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only; via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 15 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 POST

POST 07/148 : OCCUPATIONAL HEALTH AND SAFETY OFFICER: STRATEGIC AND OPERATIONAL SUPPORT REF NO: EADP 36/2020 R1

SALARY : R316 791 per annum (Level 08)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Occupational Health and Safety or related field; A minimum of 3 years' experience in a health and safety environment. Recommendation: Registration with SACPCMP as an Occupational Health and Safety Officer. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Relevant legislation of the Department of Labour; Policy and prescripts on occupational health and safety; Compilation of safety committees and contingency plans; Evaluating injuries on duty in accordance with legislation; Training in firefighting, first aid and evacuations; Budget monitoring and control; Proven computer literacy; Written, verbal communication and presentation skills; Good planning and organising skills; Interpersonal skills; Conflict management skills.

DUTIES : Policy implementation; Ensure departmental compliance relating to health and safety relevant legislation and own in-house safety systems; Provide education, outreach and awareness relating to health and safety; Record and report to management and other government institutions with regards to Occupational Health and Safety issues; Perform assigned activities of the health and safety committees, meetings and/or forums; Continuous professional development.

ENQUIRIES : Mr A Gaffoor at Tel No: (021) 483 5128

DEPARTMENT OF HEALTH

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

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POST 07/149 : CHIEF DIRECTOR: FINANCIAL MANAGEMENT
Directorate: Financial Management

SALARY : R1 251 183 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF 7) as recognized by SAQA with at least 5 years’ experience at a senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. All costs associated hereof will be the responsibility of the applicant). Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver’s license. Ability to function in a team. Ability to give strategic vision. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive knowledge of and experience in policies and processes with regard to finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Technical trained and proficient in: Performance measurement, financial accounting, Management accounting, internal control, Internal and external audit, Information systems, Economics. Systems relevant understanding of PERSAL, LOGIS, BAS. Other skills required: Ability to develop, analyse, monitor and execute policies & strategy. Ability to plan and execute the budget process in the Dept of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Knowledge of and the ability to interpret and apply financial management policies and principles. Policy development, especially financial policy, budget policy and revenue policy. Adaptive leadership skills.

DUTIES : (key result areas/outputs): Strategic Capability and Leadership (including Change Management). Ensure efficient and effective budget management within the Department. Ensure effective and efficient financial accounting services within the Department. Ensure information management and reporting. Management of the people within the Chief Directorate. Effective management of financial resources.

ENQUIRIES : Mr S Kaye Tel No: (021) 483 8690/083 308 8240

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. The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centered health care systems. The transformation strategy comprises of three interlinked components, namely Service Transformation, Good governance and Leadership and Organizational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

CLOSING DATE : 12 March 2021
OTHER POSTS

POST 07/150 : MEDICAL SPECIALIST: GRADE 1 TO 3 (ACUTE CARE SURGERY)
(3 year contract)

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum
(A portion of the package can be structured according to the individual’s personal needs)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. Registration with a professional council: Registration with the HPCSA as a specialist in general surgery. Experience: Grade 1: None after registration with the HPCSA as medical specialist. Grade 2: A minimum of 5 years appropriate experience as medical specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA. Competencies (knowledge/skills): Documented appropriate experience in all aspects of management of critically ill general surgical patients. Experience in setting up data collection and clinical governance systems for an acute care surgical service.

DUTIES : Clinical and administrative leadership and governance of a surgical acute care unit. Co-operation with fellow surgeons and other health professionals, participating in a multi-disciplinary team. After-hours supervision of the care of patients in the acute surgical care unit. Teaching aspects of acute care surgery to pre- and postgraduate students. Conducting and supervising research in the field of acute surgical care.

ENQUIRIES : Prof E Steyn Tel No: (021) 938-9271, esteyn@sun.ac.za

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

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

CLOSING DATE : 12 March 2021

POST 07/151 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Cape Winelands Health District

SALARY : R562 800 per annum

CENTRE : Op die Berg CC

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 in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable 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 requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control, act in all the following facet of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management. Implement policies, prescripts and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement and collect, verify and timeous submit accurate statistics.
ENQUIRIES: Mr L Wawini Tel No: (023) 316-9600
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
CLOSING DATE: 12 March 2021
POST 07/152: OPERATION MANAGER NURSING (SPECIALTY: NEONATS ICU)
Groote Schuur Hospital
SALARY: R562 800 per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputizing for Assistant Manager: Nursing. 
DUTIES:
- Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
ENQUIRIES: Mr WB Smeda Tel No: (022) 814-0057
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
FOR ATTENTION: Mr A Mohamed Tel No: (021) 404-2071
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 March 2021
POST 07/153: CHIEF CLINICAL TECHNOLOGIST: GRADE 1 (PERFUSION)
Tygerberg Hospital
SALARY: R466 119 per annum
CENTRE: Tygerberg Hospital
REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in the relevant profession. Inherent requirement of the job: After-hour’s service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of cardiothoracic procedures. Skilled in all aspects of
cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment & consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Must be able to manage the cardiovascular perfusion. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Training. Pediatric cardiopulmonary bypass.


ENQUIRIES : Dr K Maart Tel No: (021) 938-4141
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 March 2021

POST 07/154 : MEDICAL PHYSICIST GRADE 1 TO 3 (5/8TH POST)

SALARY : Grade 1: R413 868 (5/8th) per annum
Grade 2: R468 765 (5/8th) per annum
Grade 3: R535 974 (5/8th) per annum

CENTRE : Tygerberg, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-Ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

DUTIES : Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Divisions of Diagnostic Radiology and Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulator compliance. Assistance with equipment tender preparation, evaluation and commissioning. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

ENQUIRIES : Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a
specific category with the relevant council (this includes individuals who must apply for change in registration status).

**CLOSING DATE**: 12 March 2021

**POST 07/155**: ASSISTANT DIRECTOR: ASSET MANAGEMENT  
Groote Schuur Hospital

**SALARY**: R376 596 per annum  
**CENTRE**: Groote Schuur Hospital  
**REQUIREMENTS**: Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration/ management/ Finance NQF level 6/7. Experience: Appropriate experience in asset management and in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivot tables. Superior knowledge and understanding of relevant Assets Management legislation and regulations.

**DUTIES**: Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.

**ENQUIRIES**: Ms A Bezuidenhout Tel No: (021) 404-3248  
**APPLICATIONS**: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)  
**NOTE**: No payment of any kind is required when applying for this post.  
**CLOSING DATE**: 12 March 2021

**POST 07/156**: CASE MANAGER  
Chief Directorate: Metro Health Services

**SALARY**: R316 791 per annum  
**CENTRE**: Western Cape Rehabilitation Centre  
**REQUIREMENTS**: Minimum educational qualification: A health-related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. The ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP).

**DUTIES**: Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.
ENQUIRIES : Mr A Kannemeyer Tel No: (021) 370-2318
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 March 2021

POST 07/157 : ADMINISTRATIVE OFFICER: FINANCE (ACCOUNT CONTROLLER)

SALARY : R257 508 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPAs) of the post. Experience: Appropriate experience of clinical procedures/services in various clinical disciplines and ICD 10 coding. Competencies (knowledge/skills): Proven training in Anatomy and Physiology or a Nursing background. Knowledge of Prosthetic Devices and High Cost Consumables. Knowledge of a patient fees tariff structure. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate. Ability to work under pressure, handle a high work volume and meet strict deadlines.

DUTIES : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure and relevant financial prescripts. Ensure that all prostheses, high cost consumables and high cost pharmaceuticals are charged timeously. Provide quotations and interact with clinical personnel with regards to clinical procedures. Handle queries including 3rd party queries. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and Private patients (externally funded patients). Assist Case Manager with clinical updates, assign ICD10 codes, obtain authorisation and liaise with the Medical Schemes. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD10 codes actively participates in training of ICD1O coders. Ensure compliance of coding rules and regulations. Compile and submit statistics on a weekly/monthly basis. Work as a team to meet departmental goals.

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. Short-listed candidates may be subjected to a competency test.
CLOSING DATE : 12 March 2021

POST 07/158 : LIAISON OFFICER (QUALITY ASSURANCE)
Chief Directorate: Rural Health Services

SALARY : R257 508 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient liaison environment. Appropriate supervisory experience. Inherent requirement of the job: Willingness to work after-hours when required. Competencies (knowledge/skills): Computer literacy (MS Word, PowerPoint and Excel). Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination and organisational skills, project management skills and training skills. Developing and fostering relationships.

DUTIES : Plan and coordinate surveys effectively and efficiently. Assist with complaints and compliments management and patient enquiries (telephonic, verbal and written). Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the different departments and the members of public. Data capturing. Perform related comprehensive administrative duties and prepare all relevant reports. Supervision and support to supervisor.

ENQUIRIES : Ms S Nieuwoud Tel No: (023) 348-6455
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE: 12 March 2021

POST 07/159: ARTISAN PRODUCTION GRADE A TO C (PAINTER)

SALARY:
- Grade A: R190 653 per annum
- Grade B: R224 574 per annum
- Grade C: R262 176 per annum

CENTRE: Groote Schuur Hospital

REQUIREMENTS:
- Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 
  - Grade A: No experience required. 
  - Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. 
  - Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. 
- Inherent requirements of the job: Valid (Code B/EB) driver’s license. 
- Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. 
- Ability to plan-ahead (pro-active).

DUTIES:
- Responsible for the preservation of exterior and interior painting works of the building and premises. 
- Responsible for the control over equipment, stock and other tools used within the workshop. 
- Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. 
- Give feedback to supervisor on technical and painting maintenance issues. 
- Assist in supervising, training and development of staff. 
- Perform standby duties when necessary.

ENQUIRIES: Mr AK Mgcomo Tel No: (021) 404-6251

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. Potential Candidates may be subjected to a practical test.

CLOSING DATE: 12 March 2021

POST 07/160: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORE CLERK) 

Directorate: Health Technology (based in Store - Goodwood) BUY-OUTS

SALARY: R173 703 per annum

CENTRE: Head Office

REQUIREMENTS:
- Minimum educational qualification: Grade 12 (or equivalent) with mathematics and/or accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focus on the Key Performance Areas of the post. 
- Experience: Appropriate experience with Supply Chain Management. 
- Appropriate experience with Logis, ePS, WCSDB and CSD. 
- Appropriate experience with Store /Warehouse best practices. 
- Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the official languages of the Western Cape Province. Experience / working knowledge of financial processes. Computer literacy.

DUTIES:
- Responsible for the preservation of exterior and interior painting works of the building and premises. 
- Responsible for the control over equipment, stock and other tools used within the workshop. 
- Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. 
- Give feedback to supervisor on technical and painting maintenance issues. 
- Assist in supervising, training and development of staff. 
- Perform standby duties when necessary.

ENQUIRIES: Ms D Petersen Tel No: (021) 590-5004, Ms B Rutgers Tel No: (021) 590-5003

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

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

CLOSING DATE: 12 March 2021
POST 07/161: ADMINISTRATION CLERK: INFORMATION MANAGEMENT
Chief Directorate: Metro Health Services

SALARY: R173 703 per annum
CENTRE: Parow Community Day Clinic
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in departmental systems, i.e. Health Information Systems, Ideal clinic, Sinjani; PHCIS etc. Knowledge of Health information policies. Fluent in at least two of the three official languages of the Western Cape.

DUTIES: Data Collection, Collation, Capturing and Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities, audit preparation.

ENQUIRIES: Ms N Mtshengu Tel No: (021) 444-0927/
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 March 2021

POST 07/162: TELECOM OPERATOR

SALARY: R145 281 per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and radio paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES: Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk sms’s. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.

ENQUIRIES: Mr JC Corner Tel No: (021) 404-2303
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Mr MS Benjamin
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 March 2021

POST 07/163: HOUSEKEEPING SUPERVISOR
West Coast District

SALARY: R145 281 per annum
CENTRE: Vredenburg Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirements of the job: Willingness to work shifts which including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least
two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

**DUTIES**: Responsible for overall planning, control, organising, performing and coordinating at task related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e. staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management.

**ENQUIRIES**: Ms CH Oosthuizen Tel No: (022) 709-5099

**APPLICATION**: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION**: Mr J Engel

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

**CLOSING DATE**: 12 March 2021

**POST 07/164**: HOUSEKEEPING SUPERVISOR
Overberg District

**SALARY**: R145 281 per annum

**CENTRE**: Caledon Hospital

**REQUIREMENTS**: Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7).Experience: Appropriate supervisory and practical/applicable experience in a cleaning/housekeeping setting within a health or hospitality environment. Inherent requirement of the job: Willingness to work shifts which including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Proficient (verbal and written) in at least two of three official languages of the Western Cape. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Word and Excel).

**DUTIES**: Responsible for overall planning, control, organising, performing and coordinating at task related to household, food serving, hygiene and laundry services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e. staff performance, allowances, leave and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management. Attend in-service training appropriate to service delivery.

**ENQUIRIES**: Ms N Fudu Tel No: (028) 212-1179

**APPLICATIONS**: The district Director: Overberg District Office: Private Bag X7, Caledon, 7230

**FOR ATTENTION**: Ms A Kriel

**CLOSING DATE**: 12 March 2021

**POST 07/165**: FOOD SERVICES SUPERVISOR
Chief Directorate: Rural Health Services

**SALARY**: R145 281 per annum

**CENTRE**: Worcester Regional Hospital

**REQUIREMENTS**: Minimum educational qualification: General Education and training Certificate (GETC)- Grade 9 (St 7).Experience: Appropriate experience in a large-scale Food Service Unit. Inherent requirements of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime, when required. The incumbent must be strong enough to lift heavy objects and be on their feet for long periods. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale as well as knowledge of hygiene, occupational health and safety and HACCP Food safety principles. Sound organising skills and inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions.
Computer literacy, report writing skills, numerical skills and the ability to work independently and under pressure. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**: Order, receipt, store and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, quality, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources, do stock control, process food statistics and keep records.

**ENQUIRIES**

Ms H Botha
Tel No: (023) 348-1222

**APPLICATIONS**

The Chief Executive Officer, Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**

Ms H Swart

**NOTE**

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

**CLOSING DATE**

12 March 2021

**POST 07/166**: FOOD SERVICES SUPERVISOR

Chief Directorate: Metro Health Services

**SALARY**

R145 281 per annum

**CENTRE**

New Somerset Hospital

**REQUIREMENTS**

Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate hospital catering and food service experience in an Industrial Food Service Kitchen, and a thorough knowledge of full ward diets and special diets. Inherent requirements of the job: Must be able to work shifts, weekends and public holidays. Lifting of heavy objects and be on your feet for an entire day. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Occupational Health and Safety Act. Knowledge of the Hazard Analysis Critical Control Points (HACCP) and food safety points. Ability to work according to rules and standards and meet deadlines. Numerical skills. Computer literacy.

**DUTIES**: Supervise FSA’s in the correct receiving, storage, preparation and implementation of the standard menu, production planning, portioning and distribution of all meals. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement and maintain security measures to limit loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal). Take responsibility for the implementation of saving measures and recordkeeping of food service statistics. Dress according to departmental specifications.

**ENQUIRIES**

Ms L Vermeulen
Tel No: (021) 402-6224

**APPLICATIONS**

The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.

**FOR ATTENTION**

Mr M Samodien

**NOTE**

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

**CLOSING DATE**

12 March 2021

**POST 07/167**: HOUSEHOLD AID

Overberg District

**SALARY**

R102 534 per annum

**CENTRE**

Caledon Hospital

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health care environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment/supplies and operate machinery. Must be willing to render a shift service on weekends, public holidays, day- and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official
languages of the Western Cape. Ability to mix cleaning fluids and interpret basic formulas correctly. Able to do basic calculation functions. Willingness to work in an environment with infectious patients.

**DUTIES**
- Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources, including the safekeeping thereof. Correct use of food service. Render support services to Housekeeping Supervisor and act as relief laundry aid. Maintain hygienic and safe environment by adhering to all cleaning procedures. Handle equipment and waste. Ensure High standard of linen handling in the hospital. Effective infection control and occupational health measures.

ENQUIRIES
Ms N Fudu Tel No: (028) 212-1179

APPLICATIONS
The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION
Ms A Kriel

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

CLOSING DATE
12 March 2021

POST 07/168
PORTER
Chief Directorate: Metro Health Services

**SALARY**
R102 534 per annum

**CENTRE**
Hanover Park Community Health Centre

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate porter duty experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, including night shifts. Must be prepared to handle bodies (corpses). Valid (code B/EB) drivers’ licence. Competencies (knowledge/skills): Good interpersonal skills. Ability to work under pressure and to communicate in at least two of the three official languages spoken in the Western Cape.

**DUTIES**
- Accompany walking, patients and transport sitting/non-walking patients to various departments/sections within the facility. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Management and maintenance of Oxygen cylinders within the Facility. Responsible for cleanliness, reporting defects of trolleys and wheelchairs including the replacement of trolley linen when necessary and assist with shifting of medical equipment to and from rooms. Assist with the transportation of corpses in trauma unit to designated area. Assist with driving duties when required including assistance with stock. Assist with maintenance of grounds when required.

ENQUIRIES
Ms M James Tel No: (021) 692-4972

APPLICATIONS
The Facility Manager: Hanover Park Community Health Centre, C/O Hanlyn Road and Hanover Park Avenue, Hanover Park, 7780.

FOR ATTENTION
Ms M James

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

CLOSING DATE
12 March 2021

POST 07/169
MEDICAL OFFICER GRADE 1-3 (INTERN CURATOR) SESSIONS AT 16 HOURS PER WEEK
Rural Health Services

**SALARY**
Grade 1: R395 per hour
Grade 2: R452 per hour
Grade 3: R524 per hour

**CENTRE**
George Hospital

**REQUIREMENTS**
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Minimum of 5 years appropriate experience as Medical Practitioner after registration with HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 6 years relevant experience after registration as Medical
Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Minimum of 10 years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Grade 3**: Minimum of 10 years appropriate experience as Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work extended hours beyond call of duty e.g. having to report for duty during weekends. Compulsory participation in CPD programme. Ability to perform patient orientated research in order to develop improved diagnostic procedures. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy mandatory. Experience in training or teaching.

**DUTIES**

Coordinate the medical intern training programme and service delivery at George Hospital and in the Eden District. Assist with Effective and efficient administration of the intern training programme. Ensure the rational use of resources (medical/surgical sundries and equipment) by interns. Ensure appropriate monitoring and evaluation of the intern training programme. Assist with effective monitoring of intern competency and support to interns in need. Ensure development of appropriate training tools, resources and material for medical interns.

**ENQUIRIES**

Dr Z M North Tel No: (044) 802 4535

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. “candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidate will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.

**CLOSING DATE**

12 March 2021

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**CLOSING DATE**

15 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 POST**

**POST 07/170**

**DEPUTY DIRECTOR: PUBLIC PARTICIPATION AND PLANNING REF NO: LG 09/2021**

**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 Development Studies, Communication, Public Administration or Public Participation (Public Participation qualification must be recognised by the International or National Institute for public participation); A minimum of 3 years management level experience; A valid code B (or higher) driving license.
Recommendation: Further training and/or courses in Developmental Local Government, Integrated Development Planning or Municipal Strategic management. Competencies: Knowledge of the following: Applicable policies, legislation and guidelines, standard procedures and best practise in local government; Constitutional, institutional and developmental circumstances on municipalities in the Western Cape; Public participation policy, legislation and guiding manuals; Municipal integrated development planning, people centred development and community-based participation processes; Strategic management and planning; Performance management; Human resource management; Financial Management; Skills: Communication (written and verbal); Proven computer literacy in MS Office packages; Project Management; Presentation and facilitation. Customer/client/liaison/networking skills; Financial Management skills; Negotiation skills.

DUTIES
Manage the human resources and budget of the sub-directorate within the strategic plan of the Department and national guidelines; Ensure assessment of the quality of public participation in municipalities to improve active citizen participation in compliance with legislative prescripts; Manage and monitor compliance in ward committee establishments in municipalities, ensure compliance to set guidelines, including municipal systems that provide citizen's access to municipal planning information and maintaining a document database in paper format and electronic media on ward committee functionality and municipal participation processes; Manage and provide access to public participation training and capacity building to ward participatory structures, ward committees, citizens and related stakeholders including certified training, learning events, and best practice sharing at metropolitan and district-based forums; Provide support to individual municipalities in the establishment and functioning of ward participatory structures, ward committees and ward-based processes, structures for citizen participation, and the management of public participation processes within municipalities, including coordination of national and provincial support initiatives in municipalities related to public participation; Co-ordinate the development and distribution of public participation policy and guidelines across municipalities and related government institutions active in municipalities.

ENQUIRIES: Mr C. Mitchell at Tel No: (021) 483 3919

DEPARTMENT OF THE PREMIER

CLOSING DATE: 15 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 07/171: CHIEF GISC PROFESSIONAL REF NO: DOTP 01/2021

SALARY: Grade A: R898 569 per annum (OSD as prescribed), (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 4-year B-Degree in GISc or ICT; A minimum of 6 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) registration as a Geomatics (GISc) Professional on appointment; A valid code B driving licence. Recommendation: Working experience in/with: Spatial Database management in Oracle or MS SQL; Spatial application development with ArcGIS Tool and/or ESRI ArcGIS Desktop and ArcGIS Server. Competencies: Adaptability and flexible attitude to managing change; Communication skills which conveys ethics, integrity and trust in multiple media formats; Leadership style which embraces listening and diversity; Apply
advanced problem-solving skills which are results orientated; Aptitude to work with large volumes of spatial data; Oversee complex and advanced technology roll outs; Drafting of a project plan and realistically management resources; Professionalism by having a self-motivated and disciplined attitude; Fluent communication in multiple media formats. Ability to: Work under pressure and meet deadlines; Lead a team by example with punctuality and reliability; Assess situation/s and make strategic good rational decisions timeously; Skills: Exceptional planning and organization; Communication (written and verbal). Computer literacy in MS Office Package, MS Visio and Database tools.

**DUTIES**

: Manage spatial data services, processes and workflows to publish web services for multiple spatial data types including imagery and APIs' like Geocoding and Routing; Implement continuous improvement services and automating the spatial data acquisition and dissemination change management processes and quality assurance; Manage GIS applications development and integration services by facilitating API builds & reuse; Keeping abreast of new technology and tool developments relevant to Location Intelligence; Provide GIS cloud infrastructure management and support services for applications and data. Manage and maintain the cloud hosting environment; Provide Transversal GIS co-ordination and collaboration services by promoting and enforcing the GIS technology platform as the corporate standard, to prevent duplication and contain costs; Oversee the compliance of GIS technology to governance frameworks and Enterprise Architecture; Collaborate with and provide support services to the GIS community at all levels including WCG departments, Local & National government and various related forums; Manage the coordination and facilitation of GIS related contracts for the Enterprise License agreement, GIS specialist skills and service level agreements.

**ENQUIRIES**

: Ms S. Begg at Tel No: (021) 483 2417

**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 07/172**

: **POLICY AND STRATEGY ANALYST: POLICY RESEARCH AND ANALYSIS, REF NO. DOTP 32/2020 R1 (2 POSTS AVAILABLE)**

**SALARY**

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

**CENTRE**

: Department of the Premier, Western Cape Government

**REQUIREMENTS**

: An appropriate post graduate qualification in Arts, Social Sciences, Humanities, Economics, Planning, Public Policy or related qualification; A minimum of 6 years' relevant experience within a policy analysis and/or research methodology environment. Recommendation: Experience in the following: Social and economic policy (and/or other related fields) development and implementation; Working with applied innovative methodologies Managing stakeholder relations, facilitation and be strong in networking; Ability to conceptualise, analyse, interpret, synthesise and present qualitative and quantitative complex information; Proven working experience in a fast-paced, flexible and dynamic environment. Competencies: Knowledge of the following: Public policy analysis and public development processes; Strategy development, strategy management and strategy monitoring and review process; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental and international relations; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thorough leadership complex applications; Strong written and verbal communication, public speaking and facilitation skills; Proven computer literacy; Strong project management and organisational skills and detail orientated; The ability to lead and direct teams of professionals and service providers.

**DUTIES**

: Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated and multi-disciplinary government programmes and strategic implementation; Support strategic provincial structures with appropriate policy formulation and decision-
making methodology and support systems; Provide strategic support to the policy agenda of key strategic public and private partners; Supervision of operational planning and work organisation of the unit; Unit work organising; Unit operational planning; Directorate Strategic planning participation; Manage the staff of the unit; Staff performance; Training and development; Staff planning (recruitment, selection, leave management, well-being).

**ENQUIRIES**

Ms A Martinus at Tel No: (021) 483 3437

**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 07/173**

ASSISTANT DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 06/2021

**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) in Social Sciences or a legal field; A minimum of 3 years’ relevant experience; A valid code B driving licence. Recommendation: Social policy expert/Children's Rights expert; LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge in the following: Social policy; Child rights; Research methodologies; Needs, interests and rights of children; Critical issues and challenges which children face; Public budgeting for child rights realisation; Stakeholders within the sector; Management Skills: Strategy monitoring and review processes; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Leading and Supervising; Skills: Conduct research and analysis; Interpret and apply relevant social policies and child rights; Understand and apply governance policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

**DUTIES**

Support the championing of child rights by applying expert research skills; Conduct research with regards to the rights, needs and interests of the children in the Western Cape; Applying qualitative and quantitative research skills including sector specific research skills in child rights research methods such as public budget monitoring and child participation research. Supervise and provide guidance to level 8 staff regarding their roles and functions; Assist with the development of tools and implementation of policies and strategic frameworks; Develop information and advice tools on children's rights for persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Report on the activities of the Children’s Commissioner.

**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

**CLOSING DATE**

15 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
OTHER POST

POST 07/174 : ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 03/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) in Accounting or Finance with accounting 3 as a major subject; A minimum of 3 years municipal accounting experience in a finance department; A valid Code B driving license. Recommendation: Knowledge of the following: Municipal accounting systems; Generally, Recognised Accounting Practice (GRAP); Municipal Standard Chart of Accounts (mSCOA). Competencies: Knowledge of the Accounting frameworks; Computer literacy, Microsoft Office (Excel, Word, PowerPoint and Project Management Tools) Skills: Analytical; Problem Solving/Decision-making; Good numerical ability; Communication (Written & Verbal) and Teamwork
DUTIES : Assess municipalities against the relevant Accounting Reporting Framework; Ensure municipalities are supported and monitored against mSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.
ENQUIRIES : Mr F. Salie at Tel No: (021) 483 4252
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 : 15 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 07/175 : DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: TPW 22/2021

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification); A minimum of 3 years management level experience in supply chain management and asset management. Recommendation: A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Relevant prescripts; Public Finance Management Act; Supply Chain Management legislation; Written and verbal communication skills; Financial reconciliation skills.
DUTIES : Develop and oversee the implementation for the asset management system, including the establishment of the asset management unit and departmental policies and procedures; Manage the development and maintenance of the strategic and annual asset management plans aligned with the departmental strategy and budget and in consultation with Public Works where applicable; Manage the development of asset registers, including acquisitions, maintenance management, transfers and valuations; Manage the development of asset needs assessment, acquisitions management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Manage
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://westerncapegov.erecruit.co

POST 07/176: ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - CONSTRUCTION AND SPECIALISED MAINTENANCE AND ROUTINE MAINTENANCE REGION 1 REF NO: TPW 16/2021 (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

(Centre: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B).

Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgment; Problem solving and analysis; Decision making; Leadership skills; Self-management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; People management skills.

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; Perform administrative and related functions; Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise.

ENQUIRIES: Mr E Smith at Tel No: (021) 863 2020
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 07/177: STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: TPW 03/2021 (X2 POSTS)

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 in management accounting.

Competencies: Knowledge and understanding of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements, policies and standards; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical skills; Self-disciplined and dedicated; Planning and organizing skills; Reliable; Problem solving approach; Proven computer literacy in MS Office.

DUTIES:
Monitor revenue and expenditure; Assist with Monthly, quarterly and annual reporting – IYM, Conditional Grants, Earmarked funds, Annual Report, IRM; Assist in Adjustment budget process; Assist with the prevention of unauthorized
expenditure, under spending and over spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager, senior manager, CFO, Cabinet, MEC, AO and Provincial Treasury.

ENQUIRIES: Ms R van de Fort at Tel No: (078) 223 3874
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 07/178: REGIONAL FOREMAN: ROAD MAINTENANCE, REGION 1 REF NO: TPW 19/2021

SALARY: R257 508 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or similar environment; A valid code B (or higher) driving licence. Recommendations: Working experience in: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities; Must be willing to work away from home and sleep out. Competencies: Knowledge of the following: Standards and procedures, administrative processes, disciplinary measures and legislation; Ability to interpret and give instructions; Supervisory skills; Computer literacy (MS Word, Excel and Outlook).

DUTIES: Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision of personnel; Ensure that: Deadlines are met, safety precautions are adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

ENQUIRIES: Mr H Uys at Tel No: (021) 863 2020
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 07/179: AREA FOREMAN: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 20/2021 (X2 POSTS)

SALARY: R208 508 per annum (Level 06)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in road construction or similar environment; A valid (Code C or higher) driving licence with PDP. Recommendation: Experience in the following: Building, maintenance and reparations of roads; Operating of minor construction machines; civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and building of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Proven computer literacy; Written and verbal communication skills; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving skills; Good time management skills.

DUTIES: To inspect work done, supervise and train road worker supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location; Plan, organize, control and co-ordinate road maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinated and apply proper Labour Relations actions when and if necessary.

ENQUIRIES: Mr H Uys at Tel No: (021) 863 2020
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 07/180: SUPPLY CHAIN MANAGEMENT CLERK; SCM AND FLEET ADMINISTRATION
REF NO: TPW 09/2021

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant experience in Supply Chain Management. Competencies: Good understanding of the following: Appropriate in-service training courses in LOGIS and provisioning procedures; Asset Control, store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Integrate Purchasing System (IPS); Applicable Treasury and purchasing delegations; Proven computer literacy skills; Planning and organising skills; Interpersonal relations; Ability to work under pressure and independently as well as in a team.

DUTIES: Performing LOGIS specific functions; The identification, making and recording of assets (Asset Control); Obtaining of quotations telephonically or via the Integrated purchasing system (IPS); Placing and follow ups of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; The reconciliation of accounts and accounts statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory, control, stores issues and a general administrative (help) function to users and chief users.

ENQUIRIES: Ms M van Wyngaardt at Tel No: (021) 483 5713
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 07/181: OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 104/2020 R1 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 certificate or equivalent; A minimum of 6 years’ experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendations: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.

DUTIES: Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.

ENQUIRIES: Mr D Plaatjies at Tel No: (044) 272 3699
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