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/](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](http://www.thensg.gov.za).
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ANNEXURE A

DEPARTMENT OF DEFENCE

CLOSING DATE : 03 May 2021 (Applications received after the closing date and faxed copies will not be considered).

NOTE : The advertisement(s) contained herein is/are meant for the attention/perusal from all interested job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. The advertisement(s) contained herein is/are meant for the attention/perusal from all interested job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver's license). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83.

MANAGEMENT ECHELON

POST 13/01 : DIRECTOR: FINANCIAL GOVERNANCE AND SUPPORT REF NO: CFO 21/4/1

SALARY : R1 057 326 per annum (Level 13), all-inclusive remuneration salary package
CENTRE : Finance Management Division, C Fin FMO SANDF, Pretoria
REQUIREMENTS : Minimum Requirements: Grade 12 certificate plus three year Degree in a field related to the post plus a minimum of five (5) years relevant experience and exposure at Deputy Director or equivalent level. Knowledge: Public Management and Administration, the Public Finance Management Act (PFMA), Treasury Instruction and related circulars, Public Service financial processes and
procedures, Public Services Strategic Planning Process, Resource Control Processes, Compliance and Risk Management, Commercial Contract management, HR management, management of Public Entities, strong problem-solving and organisational skills. Knowledge of MS Office. Project Management, Knowledge of contact management. Knowledge of processes and procedures to detect irregularities. Well-developed Financial Management and leadership skills as well as good strategic capabilities. Bedrock integrity, excellence, innovative, excellent communications skills (written and verbal) sound judgement, coping under pressure, strongly oriented towards rendering effective, efficient service and striving towards zero defect. Added Advantage: Honours and/or Master's Degree.

**DUTIES**: Preparation of internal strategic Business plan for FMO SANDF. Execution of Strategic Business Plan. Compilation of HR, ICT, ETD, Log plan for the office of the FMO SANDF. Maintenance of assets register, finance risk register, skill development plan for FMO staff and finance risk management plans for the SANDF. Provision of a finance GRC service in the SANDF. Manage service delivery all the risk management activities related to the Finance Management Division. Provide direction and guidance for financial management policy in the SANDF. Co-ordination of the training finance, non-finance officials and defence reserve members. Administration of losses and damages in the SANDF. Provision of a NPF advisory service in the SANDF. Co-ordination of incidents of financial misconduct reported in the SANDF. Insurance of adequately staffed and maintained FMO establishment. Administration of Contracts within the SANDF. Provision of internal support to the FMO office. Controlling of face value documents.

**ENQUIRIES**: Mr E.S. Sokhela

**APPLICATIONS**: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

**OTHER POSTS**

**POST 13/02**

**LIBRARIAN REF NO**: JOPS/34/21/23

This post is being advertised in the DOD, broader public service.

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal.

**REQUIREMENTS**: A minimum of Grade 12 /NQF Level 3 Preferable applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): computer literacy, communication skills, supply support, problem solving and decision making, language proficiency, initiative and reasoning, and effective planning.

**DUTIES**: Maintain archive series (DOD libraries). To circulate magazine contents to other DOD libraries. To identify pamphlets, control storage of pamphlet (need and orderly). To indicate usage in register, to train in use of machine, to control usage of machine, register new library user, inform users about library rules, user fill in loan cards, stamp books, control cards and accession number with each other. The rendering and assist of electronic searches (Internet, Sabinet and Sinet) Handling of library stock take, controlling of library stationery, assisting of the librarian with monthly payment of telephone accounts, input for the budget and also in marketing plan. Manage and control of library of the furniture, list the furniture of central library on the inventory list, control outgoing and incoming furniture.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742.

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001

**NOTE**: SMS appointments are subjected to SMS competency assessment as DPSA requirement. Prior to appointment been made to any SMS post, the appointee to such a post must have completed PRE-ENTRY certificate, and must be in a position of such prior to taking up the post. Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males and People with disability.
POST 13/03: **ADMINISTRATION CLERK: PRODUCTION REF NO: CMIS/10/21/01 (X2 POSTS)**

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

**CENTRE**: CMIS Division, Documentation Centre (DOD Archive), Irene, Centurion.

**REQUIREMENTS**: Grade 12 certificate with at least two years functional experience in record office /registry/archive environment. Fair knowledge of record office procedures, records and archive management procedures, especially storage and maintenance of records. Accredited courses wrt records/ archive/ information /knowledge management; management and developmental training will be a recommendation. Special requirements (Skills needed): Problem solving skills, ability to physically manage the processing and storage of records; communicate effectively verbally and in writing; proficiency in English and Afrikaans; planning and organising skills; computer skills (proficient in MS Word and Excel); understanding of archival and information related legislation (specifically the National Archives of South Africa Act, Act 43 of 1996 and the Promotion of Access to Information Act, Act 02 of 2002).

**DUTIES**: The duties of this post is to receive records transferred to the DOD Archive; process transferred records according to archival standards and procedures; retrieve archival records from storage areas for use by requesters; return retrieved archival records to correct storage areas; maintain prescribed control registers; compile monthly reports.

**ENQUIRIES**: Maj S.M.P. Maloka Tel No: (012) 649 1540 or WO1 S.A. McMaster Tel No: (012) 649 1548.

**APPLICATIONS**: Department of Defence, CMIS Division Eco-Glades 1, Block C 70 Ribbon Grass Street Eco-Park, Centurion 0144.

**NOTE**: This post is advertised internally and broader Public Service Circular

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POST 13/04: **ACCOMODATION CLERK REF NO: JOPS/34/21/01**

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

**CENTRE**: Joint Operations, SA Special Forces, Special Forces Supply Unit (Satellite Phalaborwa), Limpopo

**REQUIREMENTS**: Grade 12 or equivalent. Administrative experience will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Must be able to obtain a confidential security clearance within a year.

**DUTIES**: Responsible for the allocating and vacating of Single Quarters and Standard Accommodation Quarters. Administrate the booking of all Club facilities. Inspections on a day to day basis of all the available accommodation with regard to neatness and serviceability. Supervise the cleaning of all the accommodation facilities. Reporting of all breakages. Administrate the Boarding and Lodging of all applications. Ensure that all payments for accommodation and functions are done. Assist with the requirements for work sessions or any unit function.

**APPLICATIONS**: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**ENQUIRIES**: Maj C.J. Baloyi Tel No: 015 780 4601

**NOTE**: This post is being advertised in the DOD, broader public service.

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POST 13/05: **ADMINISTRATION CLERK REF NO: JOPS/34/21/02**

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

**CENTRE**: Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa.

**REQUIREMENTS**: NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Education Training and Development and Human Resources will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal).
Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

**DUTIES**
Write routine notes, memo's, letters iro Education Training and Development. Provide support to the members at Human Resources with the main focus on the handling and processing of the finalisation of course administration and administrative aspects as delegated by the Officer Commanding and Second in Command. Ensure that all administration is done according to Conventions of Service Writing (CSW) and the correct storage (including back-up system) of data. Ensure proper Information Systems Security is applied. Assist with the planning, monitoring and finalisation of Human Resources projects such as medals and decorations, Inland Accommodation Expenditure administration and course admin. Assist with the correct and effective administrative management of the Human Resources. Assist the HR, OC and Second in Command with regards to the collation and provision of statistics and management information and with all other administrative tasks that may be delegated. Liaison with other Arms of Service and state departments iro Human Resources administration.

**ENQUIRIES**
Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS**
Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**NOTE**
This post is being advertised in the DOD, broader public service.

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**POST 13/06**
SALARY: R173 703 per annum (Level 05)
CENTRE: Joint Operations, SA Special Forces, Special Forces Supply Unit (Satellite Phalaborwa), Limpopo.
REQUIREMENTS: NQF Level 4 (Grade 12 or equivalent), experience in the administration will be an advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to do research and analyses documents and situations.

**DUTIES**
Ensure that all vehicles are indicated on the movement board and that the board is updated on a daily basis to ensure the location of the vehicles. All new vehicles issued to the Regiment must be indicated on the board. Ensure that all vehicles under a service contract is send for service and that every service or repair is indicated in the vehicle history file. The booking for service must be done in time, also ensure that the vehicle is returned to Transport prior to the booking. All information regarding service or repairs must be kept for audit purposes. Schedule all trip authorities on CALMIS. All trip authorities must be booked back on CALMIS when the vehicle return. Complete all work requisitions for service or repairs. Ensure that the Regiment's policy pertaining to transport is strictly adhered to. Ensure that a stabling authority is obtained if a Regiment vehicle is parked at a private residence at night. Ensure that a first parade form is completed prior to the issuing of a trip authority and that the last parade is completed when the vehicle is returned. All toll gate forms must be approved before issue.

**ENQUIRIES**
Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS**
Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**NOTE**
This post is being advertised in the DOD, broader public service.

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**POST 13/07**
SALARY: R173 703 per annum (Level 05)
CENTRE: Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa)
REQUIREMENTS: NQF 4 (Grade 12 or equivalent) Preferable experience in HR Management. Special requirements (Skills needed): Member must be computer literate. The ability to function independently. Ability to communicate effectively in English
(written and verbal). Knowledge of all required policies and procedures. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion.

**DUTIES**

The execution and co-ordination of the Substance and Travel (S&T) and Leave Administration. Auditing of leave files in cases of termination of service. Capturing of leave applications on PERSOL system. Printing of leave certificates. Submission of discounting of leave. Preparing leave registers for monthly controls. The handling of leave enquiries. To render a service to the unit members regarding the issuing of leave forms and the approval/non-approval thereof. The update keeping of leave statistics. The performing of a leave audit on a monthly basis. Efficient management of Substance and Travel administration. Providing members with advances and to assist with the counter claims. Update of Management Reports with regards to outstanding S&T claims. Assist the HR manager with other HR related tasks.

**ENQUIRIES**

Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS**

Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**NOTE**

This post is being advertised in the DOD, broader public service.

**POST 13/08**

**JOURNAL CLERK REF NO:** JOPS/34/21/09

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa)

**REQUIREMENTS**

NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Logistics. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.

**DUTIES**

Ensure that job cards are completed and the time sheet corresponds with the job card. The information must be fed into the computer network. Withdraw information from the computer network on a monthly basis and compile the management information accordingly. Compiling of records, planning data, statistics and technical history of equipment. Filling and recording of all technical and repair tasks completed on all technical equipment on their history files.

**ENQUIRIES**

Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS**

Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**NOTE**

This post is being advertised in the DOD, broader public service.

**POST 13/09**

**PERSONNEL CLERK REF NO:** JOPS/34/21/10

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa)

**REQUIREMENTS**

NQF 4 (Grade 12 or equivalent) Preferable experience in HR Management Special requirements (Skills needed): Member must be computer literate. The ability to function independently. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion.

**DUTIES**

The execution and co-ordination Contract Renewals and Medal Administration. To ensure that all CSS contracts are renewed according the Officer Commanding’s guidelines and SANDF policies. Application of all medals. To ensure that these medals are safe kept and that they are issued on the Regiment medal parades. Ensure record keeping of applications and the issuing of medals. Assist the HR manager with other HR related tasks.

**ENQUIRIES**

Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS**

Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**NOTE**

This post is being advertised in the DOD, broader public service.
POST 13/10 : PROVISIONAL ADMINISTRATION CLERK REF NO: JOPS/34/21/11

SALARY : R173 703 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, Special Forces Supply Unit (Satellite Phalaborwa), Limpopo.
REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Logistics. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.
DUTIES : Assist Accounting Clerk with the internal management and administration of the accounting department. Assist with the printing of discrepancy vouchers, under management of the Verification Officer, for the accounting of differences in stores received. Inspect accounting procedures of equipment and stock. Inspect the filing of vouchers to ensure compliance to policy and procedure. Ensure vouchers are filed according to voucher series. Finalise all RV's. Execute bin maintenance. Summary of all items on loan/laundry services Accounting section voucher series complete and correctly filed.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/11 : SENIOR ADMINISTRATION CLERK REF NO: JOPS/34/21/12

SALARY : R173 703 per annum (Level 05)
CENTRE : Joint Operations, SA Special Forces, 5 Special Forces Regiment (Phalaborwa).
REQUIREMENTS : NQF Level 4 (Grade 12 or equivalent) preferable experience in the administration of Logistics. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures wrt ETD. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to do research and analyse documents and situations.
DUTIES : Write routine notes, memo's, letters iro Education Training and Development. Provide support to the members at the Training Commando with the main focus on the handling and processing of all typing, assisting with the finalisation of course administration and administrative aspects as delegated by the Commander and Second in Command of the Training Commando. Ensure that all typing is done according to Conventions of Service Writing (CSW) and the correct storage (including back-up system) of data. Ensure proper Information Systems Security is applied. Assist with the planning, monitoring and finalisation of HR projects such as skills development, updating of post profiles, duty sheets, annual Commando History Report, in post training and provide inputs. Assist with the correct and effective administrative management of the Commando. Assist respective Course Leaders with the finalisation of their course administration. Assist the Training Commando Commander and Second In Command with regards to the collation and provision of statistics and management information and with all other administrative tasks that may be delegated. Liaison with other Arms of Service and state departments iro training requirements and the coordination of training. The management and scheduling of the training facilities of Spec Forces School. The effective management of training administration of the Special Forces Qualification (National Certificate on Special Combat capability of Special Forces) presented by the Spec Forces School. The coordination of learner admin iro POEs. The capturing of Leaner program results. The administration of the Learner Data Base of potential Spec Forces Operators according to the guidelines.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390
NOTE : This post is being advertised in the DOD, broader public service.
POST 13/12: PROVISIONING ADMIN OFFICER REF NO: OPS/34/21/13

SALARY: R173 703 per annum (Level 05)
CENTRE: Joint Operations, SA Special Forces, Special Forces Supply Unit – 4 Special Forces Regiment Satellite, Langebaan (Western Cape).

REQUIREMENTS: NQF Level 2 – 4 (Minimum Qualification). Applicants with prior learning, either by means of experience or alternative courses may also apply. Please note that proof of Recognition of Prior Learning (RPL) results must accompany each application for a post. Extensive experience in the Logistical environment is a prerequisite. Special requirements (Skills needed): Computer literate (MS Word, Presentations and Excel). Preference will be given to Candidates who are already CALMIS qualified. Have detailed knowledge of the operation and utilization of specific software packages. Organizing, interpersonal relationships and typing skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a confidential security clearance within a year.

DUTIES: To ensure an accounting service wrt Logistical Support Services to enable Special Forces Capability at unit level by means of sound management and administration. Assist Accounting Clerk with the internal management and administration of the accounting department: Inspect accounting procedures of equipment and stock. Inspect the filing of vouchers to ensure compliance to policy and procedure: Ensure vouchers are filed according to voucher series. Ensure all relevant signatures are present on vouchers. Ensure all voucher are finalised according to policy. Ensure adequate control over vouchers wrt movement (registers). Ensure implementation of corrective actions where identified. Assist with the verification of stock and the submission of the prescribed documentation. Facilitate accountability and responsibility of stores and equipment. Prepare documentation for handing and taking over. Assist with verification of stocktaking for handing and taking over. Investigate discrepancies: Ensure signing of both parties. Assist with key control according to policy and procedure. Assist the Verification Officer with the management of the annual stock take. Assist with the printing of discrepancy vouchers, under management of the Verification Officer, for the accounting of differences in stores received. Finalise all RV’s. Fin all IV’s. Execute bin maintenance. Summary of all items on loan/laundry services. Accounting section voucher series complete and correctly filed. All disposed stock written off main account. Assist with the receiving of stores by printing, managing, finalisation and filing of Receipt Voucher. Assist with the issuing of stores by printing, managing, finalisation and filing of Issue Voucher. Assist with Bin Maintenance on ledgers when effectuating vouchers. Assist with the accounting of ammunition according to policy and procedure: Print issue voucher. Print expense certificate. Ensure unit part 1 order attached to voucher. Ensure Batch and RAIN number printed and confirmed on voucher before finalisation. Finalization of voucher. Manage Personal Equipment Registers of all members: Voucher filing. Summaries. Execute Quality Control over the execution of accounting log support activities and tasks. Ensure preparation of allocated Log Pers. Monitor quality standard of documentation. Internal management of the departmental staff. Assist with the establishment and maintenance of a quality management system. Conduct HR admin for subordinates.

ENQUIRIES: Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE: This post is being advertised in the DOD, broader public service

POST 13/13: SENIOR ADMINISTRATION CLERK (HR) REF NO: JOPS/34/21/25

SALARY: R173 703 per annum (Level 05)
CENTRE: Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS: A minimum of Grade12 /NQF Level 4, experience in HR will be an advantage. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage).Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.
**DUTIES**: HR movements. Provide travel support services, receive movement request, and activate movement, book ticket for members. Transfer of personnel, register request of transfer, follow up the request and update management information. Furniture removal, obtain approval for quotation and update register. Detached duty of members, received application for detached duty and distribute to SF HQ. Medical administration, administer medical continuation fund contribution, Injury document and confirm NOTICAS was send. Personnel losses, administrate the funeral arrangements, next of kin must complete the booklet and send it to Bank of Lisbon, and check phase III is done. Include dependent for medical benefits, received application for inclusion of dependents, verify the information, send documents to Bank of Lisbon. Group Life Insurance Scheme, obtain complete document by the relevant members, verify correctness and submit to Bank of Lisbon.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.

**NOTE**: This post is being advertised in the DOD, broader public service

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal

**REQUIREMENTS**: A minimum of Grade 12 /NQF Level 4 Ability to communicate effectively (written and verbally) in English. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage).Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

**DUTIES**: Maintaining a database wrt the ETD policies /assessments. Developing a Quality Management system, Training Policy Plan and a Work Skills Plan for the unit. Assisting in the compilation of Standard Operating Procedures. Controlling and issuing of Assessment instruments. Give feedback about training and challenges and be able to solve the problems also update the unit with new instructions about training. Plan meetings and take details of the minutes. Schedule appointments and update calendar. Assist in the preparation of regularly scheduled reports.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.

**NOTE**: This post is being advertised in the DOD, broader public service

**POST 13/14**: SENIOR ADMINISTRATION CLERK (TRAINING) REF NO: JOPS/34/21/26

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal

**REQUIREMENTS**: A minimum of Grade 12 /NQF Level 4 Ability to communicate effectively (written and verbally) in English. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage).Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

**DUTIES**: Evaluate and facilitate approval on all purchase orders and coordinate with assistants and buyers to ensure accuracy of all deliveries. Monitor and evaluate all purchase order claims. Design all purchasing contracts and associate procedures and policies. Review all purchase specifications and issue appropriate bids to all suppliers, organise and participate in various meetings and prepare required feedback to identify appropriate purchasing requirements.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.

**NOTE**: This post is being advertised in the DOD, broader public service

**POST 13/15**: PURCHASING CLERK REF NO: JOPS/34/21/27

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal.

**REQUIREMENTS**: A minimum of Grade 12. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge and experience in finance will be an advantage. Special requirements (Skills needed): computer literacy, communication skills, supply support, problem solving and decision making, language proficiency, initiative and reasoning, and effective planning.

**DUTIES**: Evaluate and facilitate approval on all purchase orders and coordinate with assistants and buyers to ensure accuracy of all deliveries. Monitor and evaluate all purchase order claims. Design all purchasing contracts and associate procedures and policies. Review all purchase specifications and issue appropriate bids to all suppliers, organise and participate in various meetings and prepare required feedback to identify appropriate purchasing requirements.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.

**NOTE**: This post is being advertised in the DOD, broader public service

**POST 13/16**: SENIOR PROVISIONING CLERK REF NO: JOPS/34/21/33

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

**CENTRE**: Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.

**REQUIREMENTS**: Grade 12 certificate with a minimum of one year relevant experience. A post matric qualification in Logistics will be an added advantage. Special requirements (Skills needed): Computer literate (MS Word, Presentations and Excel). Preference will
be given to Candidates who are already CALMIS qualified. Have detailed knowledge of the operation and utilization of specific software packages. Organizing, interpersonal relationships and typing skills. Communication efficiency (verbal and written) in English. Ability to work independently.

**DUTIES**
Ensure that provisioning advice are submitted in time for the placement of demands. Liaison with relative Depots and Commodity managers to ensure timely processing of demands. Co-ordinate all management reports wrt outstanding stores. Generate receipt vouchers on the SANDF Stores Instructions.

**ENQUIRIES**
Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.

**APPLICATIONS**
Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.

**NOTE**
This post is being advertised in the DOD, broader public service.

**POST 13/17**
**PURCHASING CLERK REF NO: JOPS/34/21/34**

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

**CENTRE**
Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.

**REQUIREMENTS**
A minimum of Grade12 /NQF Level with atleast one year related experience. Special requirements (Skills needed): Must be computer literate (MS Word/MS Excel /Ms PowerPoint and Internet usage).Client orientated. Good verbal and written communication skills. Flexibility and job knowledge.

**DUTIES**
Ensure that the correct procedure is executed with the detaining of tenders and quotations. Evaluate and facilitate approval on all purchase orders and coordinate with assistants and buyers to ensure accuracy of all deliveries. Identify priorities in the procurement plan and attending to the highest priority first. Ensure effective communication with product and system managers. Evaluate the procedures and regulations related to the procurement of all commercial items. Ensure procurement instructions received from State Tender Board are adhered to.

**ENQUIRIES**
Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.

**APPLICATIONS**
Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.

**NOTE**
This post is being advertised in the DOD, broader public service.

**POST 13/18**
**HR PERSONNEL CLERK REF NO: JOPS/34/21/35**

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

**CENTRE**
Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.

**REQUIREMENTS**
Grade 12 or equivalent. Experience in management and general support Personnel or providing personnel related support will be an advantage. Special requirements (Skills needed): Member must be computer literate. The ability to function independently. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Excellent interpersonal skills. High level of reliability. Ability to act with tact and discretion.

**DUTIES**
Effective Management of civilian member's Duty Sheets, Leave Plans, PMDS, Performance Incentives, Career Questionnaire, Studies at State Expenses, Commendation Certificates, SASSETA Studies, Impost training and on-the- job training, Personal Files of members to be checked and updated. Recommendation of new HR Policy prescripts and its revisions as well as the improvement of performance of civilian members in a work place. Provide HR management training on issues relating to conflict resolution, employee relations and performance, grievance procedures as well as interpretation of policy prescripts and compliance. Management of salary queries and work attendance register. Maintain affirmative mediation program as well as labour relations procedures of the civilian members.

**ENQUIRIES**
Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012) 529 1434.

**APPLICATIONS**
Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/19 : PRE-ORDER ADMIN CLERK REF NO: JOPS/34/21/36

SALARY : R173 703 per annum (Level 05)
CENTRE : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
REQUIREMENTS : A minimum of Grade12 with at least one year relevant experience. A post matric qualification in Logistic/Supply chain Management will be an added advantage. Special requirements (Skills needed): Knowledge of typing rules, Computer literacy (Word, Excel, and Power point). Analytical and innovative thinking ability, Problem solving skills, working under pressure.
DUTIES : Ensure implementation of corrective actions. Assist the Procurement NCO with the providing of direction to unit Supply Support Services wrt Procurement of SFSU Assets. Verify adherence to legislative prescripts wrt the obtaining of equipment and stock. Assist with the compiling of the quarterly and annual reports.
ENQUIRIES : Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
APPLICATIONS : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/20 : SENIOR RECORD ADMIN REF NO: JOPS/34/21/37

SALARY : R173 703 per annum (Level 05)
CENTRE : Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.
REQUIREMENTS : Grade 12 certificate with a minimum of one year experience working in registry. A post matric qualification in Records Management will be an added advantage. Special requirements (Skills needed): Knowledge of filing system, Computer literacy (Word, Excel, and PowerPoint). Communication skills, Analytical and innovative thinking ability, Problem solving skills, working under pressure.
DUTIES : Ensure that incoming and outgoing correspondence are registered and filed in correct files for the Officer Commanding to control. Book the files with control cards and keep the record of booked files. To keep record of all telephone bills and payments.
ENQUIRIES : Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.
APPLICATIONS : Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/21 : BASE REPAIR TRADESMAN AID REF NO: JOPS/34/21/14
This post is being advertised in the DOD, broader public service.

SALARY : R145 281 per annum (Level 04)
CENTRE : Joint Operations, SA Special Forces, Special Forces Supply Unit, 4 Special Forces Regiment Satellite, Langebaan (Western Cape).
REQUIREMENTS : NQF Level 2 – 4 (Minimum Qualification). Applicants with prior learning, either by means of experience or alternative courses may also apply. Please note that proof of Recognition of Prior Learning (RPL) results must accompany each application for a post. Extensive experience in the Logistical environment is a prerequisite. Special requirements (Skills needed): Sound technical background. Must be physically fit and healthy as the work is of physically demanding nature. Organizing skills, interpersonal relationships skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain secret security clearance within a year.
DUTIES : Repair/replace all defective components according to technical inspection. Execute maintenance schedules according to program. Assist with the manufacturing of components. Execute tool checks on both personal tools as well as workshop tools. Ensure that no unauthorized jobs are undertaken in the Workshop. Ensure that the time limits according to the technical inspection are not
acceded. Execute maintenance on facilities and machines. Ensure the upkeep of equipment readiness according to the determined standard. Provide technical support in emergency situations. Initiate civilian repair tasks. The management of quality- and configuration control: Ensure that the quality of workmanship is competent and reliable. Complete rejects after hours if traceable to poor workmanship. Ensure the quality of components is up to standard. Assist with quality control on items purchased or manufactured. Ensure only the highest standard of craftsmanship is accepted. The compiling of records, planning data, statistics and history. Assist with completing of all statistics wrt management information on a monthly basis. Assist with emergency situations when required. Attend technical order groups. Render technical support to other sections. Assist with launch and recovery of boats and equipment. Handling of security aspects wrt the technical section. Ensure that physical- and personnel- and security documentation is carried out within the technical section. Execute proper security measures on all equipment in your area of responsibility. Ensure the necessary key control is practiced in the technical section.

ENQUIRIES: Maj H.P. Kortje Tel No: 022 707 4519) or Ms M. Labuschagne Tel No: 022 707 4503).

APPLICATIONS: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE: It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process. This post is being advertised in the DOD, broader public service.

POST 13/22: GROUNDSMAN III REF NO: JOPS/34/21/15 (X2 POSTS)

SALARY: R122 595 per annum (Level 03)

CENTRE: Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape)

REQUIREMENTS: ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES: Supervise job output of Groundsman, divide the work between work teams and individuals, serve as team leader of work teams and divide equipment amongst work teams and individuals. Assist in the training of Groundsmans into the usage of machines. Assist in the completion of performance assessments forms and performance incentives of subordinates. Work with the team by performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. Removing refuse from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the general condition of machines weekly and report faults where equipment is not up to standard. Reporting any defaults on the terrain to Base Maint Warrant Officer. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES: Maj H.P. Kortje Tel No: 022 707 4519) or Ms M. Labuschagne Tel No: 022 707 4503).

APPLICATIONS: Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357

NOTE: This post is being advertised in the DOD, broader public service.

POST 13/23: CLEANER II REF NO: JOPS/34/21/04 (X3 POSTS)

SALARY: R122 595 per annum (Level 03)
CENTRE: Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).

REQUIREMENTS: Grade 10/N1, N2/NQF Level 2 – 4. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Must be physically fit and healthy.

DUTIES: Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES: Maj C.J. Baloyi Tel No: 015 780 4601

APPLICATIONS: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

NOTE: This post is being advertised in the DOD, broader public service.

POST 13/24: GROUNDSMAN FOREMAN REF NO: JOPS/34/21/21

REQUIREMENTS: ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES: Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refusing from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all machinery and equipment. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES: Lj.J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

APPLICATIONS: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001

NOTE: This post is being advertised in the DOD, broader public service.

POST 13/25: CLEANER FOREMAN REF NO: JOPS/34/21/29 (X2 POSTS)

REQUIREMENTS: ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Ability to communicate effectively (Verbal) in English, must be physically healthy. Maintaining Performance of the Cleaners making sure related duties in offices and other facilities done properly (i.e. Sweep, vacuum, clean ablution facilities, kitchens and utensils, the work place).Focuses on the performance in terms of standards of cleanliness and their behaviour on duty ordering of cleaning material.

DUTIES: Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen’s: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning
where necessary. The mowing of lawns and cutting of grass edges. The loading
and unloading of a variety of articles needed on the grounds on/off trucks. The
irrigation of lawns. Removing refusing from terrain and loading it on trucks for
transport to refuse dump. Keeping other structures on grounds clean and tidy (e
barbeque facilities, parking areas, ditches and gutters). Maintaining fences.
Practice pest control. Assist with preparation of grounds for functions. Check the
serviceability of machinery and equipment. Reporting any defaults on the terrain
to relevant Sections for action. Ensure safety awareness with the use of all
equipment on all tasks.

ENQUIRIES  : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/26  : GROUNDSMAN FOREMAN REF NO: JOPS/34/21/30

SALARY   : R122 595 per annum (Level 03)
CENTRE   : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS  : ABET Level 1–4 (Grade 10 - 12 or equivalent). Special requirements (Skills
needed): Knowledge of a few repetitive tasks such as equipment, gardening,
health and safety measures and incident handling procedures. Basic numeracy,
interpersonal relationships, ability to operate elementary equipment and machines,
organizing and literacy. Must be physically fit and healthy as the work is of
physically demanding nature.

DUTIES  : Performing physical tasks to maintain a high standard of neatness in gardens
facilities and grounds by making sure groundsmen’s: Plant trees, flowers, shrubs,
grass and other plants in gardens. Preparation of soil for the planting of plants.
Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning
where necessary. The mowing of lawns and cutting of grass edges. The loading
and unloading of a variety of articles needed on the grounds on/off trucks. The
irrigation of lawns. Removing refusing from terrain and loading it on trucks for
transport to refuse dump. Keeping other structures on grounds clean and tidy (e
barbeque facilities, parking areas, ditches and gutters). Maintaining fences.
Practice pest control. Assist with preparation of grounds for functions. Check the
serviceability of machinery and equipment. Reporting any defaults on the terrain
to relevant Sections for action. Ensure safety awareness with the use of all
equipment on all tasks.

ENQUIRIES  : Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742.
APPLICATIONS : Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/27  : DRIVER REF NO: JOPS/34/21/31

SALARY   : R122 595 per annum (Level 03)
CENTRE   : Special Forces School (Pretoria) Murray Hill Wallmansthal
REQUIREMENTS  : Grade 10/N1, N2/NQF Level 2 with 3 – 4 years’ experience in driving as a general
worker. A military driver’s license will be an advantage. Special requirements
(Skills needed): Knowledge of a few repetitive tasks such as equipment,
gardening, health and safety measures and incident handling procedures. Basic
numeracy, interpersonal relationships, ability to operate elementary equipment
and machines, organizing and literacy. Must be physically fit and healthy as the
work is of physically demanding nature.

DUTIES  : Completion of first parade on vehicle to be used. Loading and securing of cargo
according to manifest. Ensure non-military personnel sign an indemnity form
before commencing with the journey. Ensure seatbelts are worn at all times. Daily
inspection of allocated vehicles and reporting of defects to the Snr Tpt NCO.
Cleaning, refueling and completion of last parade. Regular maintenance runs of
vehicles stored for long periods. Ensure you only undertake trips on instructions
from -the Tpt Officer/NCO. Ensure that the vehicle is never overloaded. Adhere to
the speed limits. Ensure that vehicles are clean and neat in – and outside. Ensure
that the vehicle you are driving is serviceable. Never deviate from your route.
Report all defects experienced during a trip. In case of an incident, you must stop
immediately and attend to injured members. Determine damage to the vehicle and notify the unit. Inform the SAPS, MPA and/or traffic official.

ENQUIRIES: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742
APPLICATIONS: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001.
NOTE: This post is being advertised in the DOD, broader public service.

POST 13/28: DRIVER REF NO: JOPS/34/21/38

SALARY: R122 595 per annum (Level 03)
CENTRE: Special Forces Supply Unit (Satellite Wallmansthal), Pretoria
REQUIREMENTS: Grade 12 with 3 – 4 years’ experience in driving as a general worker. A military driver’s license will be an advantage. Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES: Completion of first parade on vehicle to be used. Loading and securing of cargo according to manifest. Ensure non-military personnel sign an indemnity form before commencing with the journey. Ensure seatbelts are worn at all times. Daily inspection of allocated vehicles and reporting of defects to the Snr Tpt NCO. Cleaning, refueling and completion of last parade. Regular maintenance runs of vehicles stored for long periods. Ensure you only undertake trips on instructions from the Tpt Officer/NCO. Ensure that the vehicle is never overloaded. Adhere to the speed limits. Ensure that vehicles are clean and neat in – and outside. Ensure that the vehicle you are driving is serviceable. Never deviate from your route. Report all defects experienced during a trip. In case of an incident, you must stop immediately and attend to injured members. Determine damage to the vehicle and notify the unit. Inform the SAPS, MPA and/or traffic official.

ENQUIRIES: Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012) 529 1434.
APPLICATIONS: Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid, 0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.
NOTE: This post is being advertised in the DOD, broader public service.

POST 13/29: CLEANERS II REF NO: JOPS/34/21/17 (X4 POSTS)

SALARY: R102 534 per annum (Level 02)
CENTRE: Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape)
REQUIREMENTS: ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Must be physically fit and healthy. Communication efficiency (verbal and written).

DUTIES: Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES: Maj H.P. Kortje Tel No: 022 707 4519 or Ms M. Labuschagne Tel No: 022 707 4503
APPLICATIONS: Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7957.
NOTE: This post is being advertised in the DOD, broader public service.
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<th>REF NO</th>
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<td>13/30</td>
<td>FOOD SERVICE AID II</td>
<td>JOPS/34/21/18</td>
<td>(X2)</td>
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<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
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<td>CENTRE</td>
<td>Joint Operations, SA Special Forces Headquarters.</td>
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<td>REQUIREMENTS</td>
<td>ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, finance, computers and preparation of Kosher, Halaal and diabetic foods. Must be physically fit and healthy.</td>
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<td>DUTIES</td>
<td>Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.</td>
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<td>ENQUIRIES</td>
<td>Maj S.D. Mabaya Tel No: 012 674 5822 or WO2 M.W. Moremi Tel No: 012 674 5845</td>
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<td>APPLICATIONS</td>
<td>Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001</td>
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<td>NOTE</td>
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<td>13/31</td>
<td>GROUNDSMAN II</td>
<td>JOPS/34/21/19</td>
<td>(X6)</td>
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<td>REQUIREMENTS</td>
<td>ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.</td>
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<tr>
<td>DUTIES</td>
<td>Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refusing from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.</td>
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</tr>
<tr>
<td>ENQUIRIES</td>
<td>Maj S.D. Mabaya Tel No: 012 674 5822 for WO2 M.W. Moremi Tel No: 0126745845</td>
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<tr>
<td>APPLICATIONS</td>
<td>Department of Defence, SA Special Forces Headquarters, Private Bag X888, Pretoria, 0001</td>
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<tr>
<td>NOTE</td>
<td>This post is being advertised in the DOD, broader public service.</td>
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<tr>
<td>13/32</td>
<td>GENERAL STORE ASSISTANT</td>
<td>JOPS/34/21/20</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R102 534 per annum (Level 02)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Special Forces School (Pretoria) Murray Hill Wallmansthal</td>
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<tr>
<td>REQUIREMENTS</td>
<td>ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Assistant Storeman work in the retail unit where they complete tasks such as receiving and delivering equipment, moving equipment, loading and unloading vehicle, moving equipment, stocking shelves, handling the correspondences, opening packages, answering to</td>
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</tbody>
</table>
clients enquiries and doing any other related activities as required by the supervisor.

**DUTIES**: Planning and organise stock and inventory, is responsible for keeping track of what is available in the stores and inventory is updated. Must also monitor current stock level to decide if more should be ordered, as well as it is easy and safety accessible. To also see the daily operation of the store, make sure it runs smoothly and effectively.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001

**NOTE**: This post is being advertised in the DOD, broader public service.

**POST 13/33**: GROUNDSMAN REF NO: JOPS/34/21/22 (X2 POSTS)

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal

**REQUIREMENTS**: ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

**DUTIES**: Cultivate garden areas. Prepare soil to plants. Maintain flower and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate Lawns. Remove refuge from the terrain. Load refuge. Maintain neatness of unit areas.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001

**NOTE**: This post is being advertised in the DOD, broader public service.

**POST 13/34**: FOOD SERVICE AID REF NO: JOPS/34/21/24

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal

**REQUIREMENTS**: ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Ability to communicate effectively (written and verbally) in English .Basic knowledge of health and safety. Physical strength and fitness. Food preparation and serving .Ability to perform routine tasks. Ability to operate kitchen equipment /machinery. Interpersonal skills.

**DUTIES**: Prepare and serve of food and light refreshments. Make of salads and assist in the preparation of snacks and sweets (desserts). Packing of suppliers received in food storage areas. Clear. Designated areas to ensure high standard of hygiene. Wash of cutlery and crockery .Perform tasks of a routine nature. Act as a team leader.

**ENQUIRIES**: Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**: Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001

**NOTE**: This post is being advertised in the DOD, broader public service.

**POST 13/35**: CLEANERS II REF NO: JOPS/34/21/28 (X4 POSTS)

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

**CENTRE**: Special Forces School (Pretoria) Murray Hill Wallmansthal.

**REQUIREMENTS**: ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Ability to communicate effectively (Verbal) in English , must be physical healthy. Perform Cleaning related duties in offices and other facilities determined by Supervisor (i.e. Sweep, vacuum, clean ablation facilities, kitchens and utensils, the work place.

**DUTIES**: Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by making sure groundsmen’s: Plant trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refusing from terrain and loading it on trucks for
transport to refuse dump. Keeping other structures on grounds clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practice pest control. Assist with preparation of grounds for functions. Reporting any defaults on the terrain to relevant Sections for action. Ensure safety awareness with the use of all equipment on all tasks.

**ENQUIRIES**
Lt J.Z. Mthembu Tel No: 012 529 1766 or WO2 R.S. Zibani Tel No: 012 529 1742

**APPLICATIONS**
Department of Defence, Special Forces School, Private Bag X6, Pretoria, 0001

**NOTE**
This post is being advertised in the DOD, broader public service.

**POST 13/36**
**FOOD SERVICE WORKER AID II REF NO: JOPS/34/21/32**

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

**CENTRE**
Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape).

**REQUIREMENTS**
ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically fit and healthy.

**DUTIES**
Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

**ENQUIRIES**
Maj H.P. Kortje Tel No: 022 707 4519 or Ms M. Labuschagne Tel No: 022 707 4503

**APPLICATIONS**
Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.

**NOTE**
This post is being advertised in the DOD, broader public service.

**POST 13/37**
**GROUNDSMAN REF NO: JOPS/34/21/39 (X2 POSTS)**

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

**CENTRE**
Special Forces Supply Unit (Satellite Wallmansthal), Pretoria.

**REQUIREMENTS**
ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

**DUTIES**
The upkeep of all gardens and facilities in the Unit, Neatness of working areas, Maintenance of machinery, adherence to OHS Act and prescript. Administer compost on lawns, Daily removal of garden refuse, sweeping trenches and roads, cutting grass, planting of flowers and trees.

**ENQUIRIES**
Lt K.O. Bulannga Tel No: (012) 529 1404/Cpl N.P. Mncwango Tel No: (012)529 1434.

**APPLICATIONS**
Department of Defence, Special Forces Supply Unit, Private Bag X3, Pyramid,0120 or may be hand delivered at Special Forces Supply Unit, Wallmansthal.

**NOTE**
This post is being advertised in the DOD, broader public service.

**POST 13/38**
**CLEANER II REF NO: JOPS/34/21/05 (X3 POSTS)**

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

**CENTRE**
Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).
**REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Must be physically fit and healthy.

**DUTIES** : Rendering of cleaning services in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls, and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintaining all equipment and machinery used and reporting any defects. Forwarding of requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

**ENQUIRIES** : Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

**NOTE** : This post is being advertised in the DOD, broader public service.

**POST 13/39** : **FOOD SERVICE WORKER AID II REF NO: JOPS/34/21/06 (X2 POSTS)**

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

**CENTRE** : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).

**REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organising and literacy. Must be physically fit and healthy.

**DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (ie wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

**ENQUIRIES** : Maj C.J. Baloyi Tel No: 015 780 4601

**APPLICATIONS** : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390

**NOTE** : This post is being advertised in the DOD, broader public service.

**POST 13/40** : **GROUNDSMAN II REF NO: JOPS/34/21/07 (X4 POSTS)**

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

**CENTRE** : Joint Operations, SA Special Forces, 5 Special Forces Regiment, Phalaborwa (Limpopo).

**REQUIREMENTS** : ABET Level 1 – 4 (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

**DUTIES** : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refusing from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with
preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Maj C.J. Baloyi Tel No: 015 780 4601
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.
NOTE : This post is being advertised in the DOD, broader public service.

POST 13/41 : GROUNDSMAN II REF NO: JOPS/34/21/16 (X3 POSTS)

SALARY : R102 534 per annum (Level 02)
CENTRE : Joint Operations, SA Special Forces, 4 Special Forces Regiment, Langebaan (Western Cape)
REQUIREMENTS : ABET Level 1 – 4. (Grade 10 - 12 or equivalent). Special requirements (Skills needed): Knowledge of a few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organizing and literacy. Must be physically fit and healthy as the work is of physically demanding nature.

DUTIES : Performing physical tasks to maintain a high standard of neatness in gardens facilities and grounds by: Planting trees, flowers, shrubs, grass and other plants in gardens. Preparation of soil for the planting of plants. Maintenance of flower and other beds by fertilising, irrigating, weeding and pruning where necessary. The mowing of lawns and cutting of grass edges. The loading and unloading of a variety of articles needed on the grounds on/off trucks. The irrigation of lawns. Removing refusing from terrain and loading it on trucks for transport to refuse dump. Keeping other structures on grounds clean and tidy (eg barbeque facilities, parking areas, ditches and gutters). Maintaining fences. Practise pest control. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Reporting any defaults on the terrain to Groundsman Foreman. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Maj H.P. Kortje Tel No: 022 707 4519 or Ms M. Labuschagne Tel No: 022 707 4503
APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357
NOTE : It will be expected of the Candidate to do a practical test to prove his/her competency in this field as part of the selection process. This post is being advertised in the DOD, broader public service.
DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 03 May 2021 at 16:00
NOTE : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including a 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 13/42 : DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/4/03/07

SALARY : R869 007 per annum (All inclusive)
CENTRE : Labour Centre: Atteridgeville

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

**ENQUIRIES**

**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

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

**POST 13/43**

**DEPUTY DIRECTOR: NATIONAL MINIMUM WAGE POLICY ADMINISTRATION**

**REQUIREMENTS**


**DUTIES**: Implement an advocacy strategy on the National Minimum Wage Act. Build and manage relationships with relevant internal and external stakeholders on issues related to the National Minimum Wage Policy. Provide an effective liaison service by coordinating key messages and channels of information on behalf of the Commission regarding Minimum Wage issues. Manage the gathering of information and promulgation regarding standard setting. Manage all resources of the Sub-Directorate.

**ENQUIRIES**

**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za

**FOR ATTENTION**

**NOTE**: 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.

**POST 13/44**

**ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES**

**REQUIREMENTS**

Three (3) year relevant tertiary qualification Labour Law/ four (4) year Law Qualification. Two (2) years Supervisory experience. Two (2) years functional experience in Inspection and Enforcement services. A Valid driver’s license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Employment Services

**DUTIES**

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

**ENQUIRIES**

: Mr M Ngqolowa Tel No: (041) 506 5003/2

**APPLICATIONS**

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

**FOR ATTENTION**


**NOTE**

: 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: may be forwarded for the Director-General, Department of Forestry and Fisheries and the Environment, 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 ATTENTION: Human Resource Management

CLOSING DATE: 10 May 2021

NOTE: Application must be submitted on a signed new Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver’s License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department’s equity plan. Persons with disabilities are encouraged to apply. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; previous employment (reference checks); social media checks, and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department’s convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 13/45: CHIEF DIRECTOR: INTEGRATED WASTE MANAGEMENT REF NO: (CWM05/2021)

SALARY: R1 251 183 per annum (.Total package), (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual’s personal needs

CENTRE: Pretoria

REQUIREMENTS: An appropriate Undergraduate qualification in Natural Sciences (NQF7) or equivalent relevant qualification plus five years’ experience at senior management in an environmental management field. A post-graduate qualification (NQF 8) will
be an added advantage. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of environmental quality and protection related policies. Environmental policy, legislation and regulation development, Waste Management planning. Understanding of Environmental issues relating to pollution prevention and management. Understanding of government standard administrative procedures. Knowledge of business planning and budgeting methodologies, Understanding of HR practices and procedures. Policy development and implementation, Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Strategic, analytical and creative thinking. Innovative and proactive. Leadership, Negotiation Management and Coordination skills, Organizational and planning, Communication skills (written and spoken), Programme and Project Management, Decision-making skills, Report writing skills. Willingness to work under pressure and long hours. The candidates must be in possession of a valid Driver's License, which must be attached to the application and must be prepared to travel.

**DUTIES**

Provide support to municipalities in order to ensure the sound management of waste and the provision of the waste collection service to all citizens. Manage the development of a national legal framework, raise awareness and built capacity in industry and civil society in order to ensure reduced releases of general waste streams into the environment. Provide effective partnerships, cooperative governance and local government support in integrated waste management. Improve socio-economic benefits and Enhanced International Cooperation Supportive of SA's Environmental and sustainable development priorities. Provide support and enhanced capacity for environment sector and effective knowledge and information management for the environmental sector. Manage human resources and financial management.

**ENQUIRIES**

Ms M Musekene Tel No: (012) 399 9407 and Ms P Diphaha Tel No: 012 399 9606

**POST 13/46**

DIRECTOR: ATMOSPHERIC QUALITY INFORMATION REF NO: (CCAQ04/2021)

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Undergraduate qualification in Natural or Physical Sciences, Environmental Development Planning (NQF Level 7) as recognised by SAQA or equivalent relevant qualification coupled with 5 years of experience at a middle/senior managerial level in relevant field. Successful completion of the Public Service Senior Management Leadership Programme. Comprehensive experience in the area of air quality management and the National Environment Management: Air Quality Act, NEMAQA are essential. Specialist knowledge in air quality information management would be essential but is not a prerequisite. Applicants must have sound knowledge of: Government’s air quality and protection related policies, priorities and strategies; Air quality information matters and in particular information systems, monitoring, emissions management and related legislation that support atmospheric quality information management and dissemination; A good understanding of the air quality governance cycle as described in the National Framework for Air Quality Management; In addition, the candidate must have general knowledge of Government’s standard administrative procedures. Business and project planning and budgeting methodologies. Business and project plan monitoring and reporting methodologies; HR and procurement practices and procedures; and General management practice. Understanding of and exposure to Alternative Dispute Resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability and leadership. Willingness to work under pressure and long hours.

**DUTIES**

Ensure that all the department’s air and atmospheric quality and related information management commitments prescribed or implied by NEMAQA and all applicable multilateral environmental agreements are met efficiently and
effectively. Coordinate air and atmospheric quality monitoring, information systems, modelling and air quality research in the department. Ensure that air quality information systems, SAAQIS and National Atmospheric Emissions Inventory System (NAEIS), are fully operational and meeting statutory obligations. Provide support and leadership to provincial and local government with a view to ensuring that all governmental air and atmospheric information management requirements are carried out efficiently and effectively by all spheres of government. Ensure that all the department’s air and atmospheric quality and related outreach activities and research prescribed or implied by the NEMAQA are conducted efficiently and effectively. Coordinate South African Weather Services (SAWS) liaisons with the department including (i) managing the department’s oversight role (ii) providing support and direction in respect of SAWS’ role in respect of the SAAQIS and ambient monitoring (iii) facilitating the development of SAWS aviation tariffs with stakeholders.

ENQUIRIES : Dr P Gwaze Tel No: (012) 399 9192 and Ms P Diphaha Tel No: 0123 99 9606

POST 13/47 : DIRECTOR: LITIGATION REF NO: (RCSM04/2021)

This is a re-advertisement, consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.

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

CENTRE : Pretoria

REQUIREMENTS : An LLB Degree or relevant equivalent legal qualifications as recognized by SAQA.

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

DUTIES : Manage civil litigation by and against the department. Ensure adequate information and complete briefs for counsel. Prepare submissions to Minister, instructions to State Attorneys and provide support during trials. Coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Provide litigation support to the department. Collate information and research legal instruments to produce effective efficient legal support (written legal advice or opinions). Consult with stakeholders by attending, advising and coordinating internal meetings in order to obtain instruction to forward to the State Attorney or with oral legal advice, where applicable. Conduct investigations and determine liability in respect of 11 debts and losses. Advise on the liability of departmental officials in respect of debts and losses. Report on risks for the department. Recover debts and losses on behalf of the department. Provide legal education and awareness. Conduct information and training workshops within the department on damages and losses regarding employee’s responsibility and possible liability. Conduct information and training workshops within the department on litigation management.

ENQUIRIES : Ms V Bendeman Tel No: (012) 399 9337 and Ms P Diphaha Tel No: 012 399 9606
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE: 03 May 2021 at 12h00 noon. No late applications will be considered.

NOTE: Take note of the disclaimer mentioned on each advert during COVID lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.

Requirements: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. 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 candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 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. One of the minimum requirements for SMS 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 GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful
candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 13/48: JUNIOR INVESTIGATOR: FRAUD INVESTIGATION MANAGEMENT
REF NO: JFI/EWR/2021-04-1P
Fraud Prevention and Case Management

SALARY: R316 791 per annum (Level 08), (basic salary)
CENTRE: Pretoria Head Office
REQUIREMENTS:

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Conduct Forensic Investigations in pioneering proactive forensic investigations: Ensure that fraudulent activities are detected through perusal of the reports issued by the Auditor General. Liaise with risk management, internal and performance auditing, detect fraudulent activities and high risk areas within. Support in the Coordination and/or conducting reactive investigations: Ensure that Investigation plans drawn out are executed. Collect and safeguard of evidence. Ensure that formal and informal interviews are conducted. Analyze and evaluate evidence. Draft and issue investigation reports with clear recommendations. Support to promote an anti-fraud culture: Implement the fraud prevention plan of the Department. Promote and implement the whistle blowing policy of the Department. Conduct Remediation: Refer or report cases to other law enforcement agencies. Testify in the departmental disciplinary hearings. Give evidence in the criminal and civil proceedings.

ENQUIRIES: Mapule Mahlangu on Tel No: 012 399 2639
APPLICATIONS: It is mandatory to email your application with the relevant supporting documentation to gpaa15@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE: The purpose of the role is to conduct Forensic Investigations of fraud and corruption one permanent Junior Investigator position is currently available at the Government Pensions Administration Agency. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 13/49: FIELD SUPPORT ENGINEER: DESK SUPPORT
REF NO: FSE/ICT/2021/04-3C
Information Technology

SALARY: R257 508 per annum (Level 07) plus 37% in lieu of benefits
CENTRE: Pretoria Head Office
**REQUIREMENTS**

Grade 12 combined with A+, N+ and knowledge of ITIL coupled with two years appropriate experience in a service desk environment/desktop support environment. An appropriate and recognized three year qualification (degree/national diploma) in Information Technology (with at least 360 credits) with two years appropriate experience in a service desk environment/desktop support environment. Experience should ideally include adequate exposure to: Technology in general, Active Directory, Desktop support, Servers operations, Information security, ICT Service management; MCSE and/or other appropriate advanced technical diplomas will be an added advantage. Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Knowledge of mainframe, Citrix, HP Superdome and Wintel data Centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Knowledge of technical requirements for modern flexible working office environments and skills to operate as an employee internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. Knowledge of GPAA services and products will be an advantage. Communication skills; project management; strategic decision making; computer literacy; collaboration; problem solving; interpersonal relations; initiative; emotional intelligence; integrity; ability to see the big picture; demonstrable commitment; customer service orientation; structured approach.

**DUTIES**

The successful candidate will be responsible for the following functions and include, but not limited to: Desktop Support: Install, configure and troubleshoot OS mainly Windows and various versions. Active Directory. Perform installation, maintenance and upgrading of computer hardware and software. Install update patches of anti-virus software signatures and OS, Customize desktop hardware to meet user specifications and GPAA`s standards, Work with vendor support contacts to resolve technical issues within the desktop environment, Provide end user support for computer hardware and software installation, maintenance and upgrade, Provide user's access to shared resources. Install new ICT equipment, Installation and management of printers (network, desk printers). Asset management – Ensuring that ICT assets within GPAA are collected, recorded and returned to ICT Stores, Relocation of users (ICT Equipment) as per requests, Participation in projects within the Desktop support team, Regional Office Visit Support, Participation in the establishment of new GPAA offices around South Africa (Technical Support), First line Support: Provide First Line Support to GPAA users. Troubleshoot and resolve incidents through remote desktop, On-site Client care, Implement, maintain and remove End User Devices (EUD). Ensure incidents/requests/problems are logged and resolved within SLA's. Ensure Client Satisfaction and keeping customer informed on the service requested. ICT Workshop maintenance, Provide 1st EUD repair, Load and Configure of OS (Operating System) and required applications. Customer Satisfaction: Ensure Client Satisfaction and Keeping customer informed on the service requested. Establish business relationship with clients and ensure customer centricity is practiced.

**ENQUIRIES**

Allelah Mashiane on Tel No: 012 319 1218

**APPLICATIONS**

It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za quoting the reference number in the subject heading of the email.

**NOTE**

Various 12 month contract positions of Field Support Engineer are currently available at the Government Pensions Administration Agency: ICT Unit. The purpose of the Field Support Engineer is to provide first line resolution desktop support through remote access to GPAA employees. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within
three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

POST 13/50 : CUSTOMER SERVICE AGENT REF NO: CSA/JHB/2021-04-4C
Client Services

SALARY : R208 584 per annum (Level 06) plus 37% in lieu of benefits
CENTRE : Johannesburg
REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits NQF 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR a Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Gauteng). Excellent problem solving skills. Excellent presentation skills. Excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; follow up and finalize enquiries referred to other business units, within the agreed time frames; respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; interact with the departments and members regarding outstanding queries; relationship management on any changes happening in the various sections; provide/ request feedback to various clients and stakeholders; follow-up with business units and provide feedback to clients until cases are finalized; effective and efficient administration of documents received; provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; compile and submit daily, weekly and monthly production statistics to the supervisor; check and update consolidated/escalation lists to the supervisor.

ENQUIRIES : Mapule Mahlangu on Tel No: 012 399 2639
APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to gpaateam3@fempower.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Various contract Customer Service Agent positions based at Johannesburg Satellite Office are currently available in the Government Pensions Administration Agency. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
POST 13/51: LEGAL ADMINISTRATOR: ADVISORY SERVICES REF NO: LA/LS/2021/04-5C

Legal Services

SALARY: R208 584 per annum (Level 06) plus 37% in lieu of benefit

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year tertiary qualification (Degree/ National Diploma or equivalent 3 year qualification at least 360 credits/NQF 6) in Legal with 18 months proven experience in a Legal services environment or Grade 12 with three years proven experience in a Legal services environment. Experience in any of or a combination of the following: interpretation/verification of divorce orders and maintenance orders, opening of divorce files, loading of general legal warnings on CIVPEN and calculation of divorce benefits will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. A good working knowledge of CIVPEN will be an advantage. Planning and organizational skills, knowledge of Operations within GPAA, knowledge of GEPF fund rules, knowledge of Public Service Act, knowledge of SA Pension Fund Legislation, good interpersonal skills, attention to detail, customer focus, honesty and integrity, office administration, professionalism, good communication skills (written and verbal).

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide legal support services: Liaise with departments and provides pro-active and re-active legal support on issues including but not limited to GEP Law, drafting agreements, debt collection, civil litigation, registering debt in terms of GEP law 1996, evaluating legal documents and labour related issues; Investigate facts, research issues as requested by seniors and communicate findings to seniors; Communicate/liaise with external legal practitioners; Conduct research on topics identified by the seniors; Draft reports on findings and submit to seniors and give verbal advice in relation to GEP Law, 1996 requirements; Respond to queries from members of the public and parties having dealings with the fund on Legal matters; Attend meetings of working groups or technical committees to ensure consideration of legal impacts as and when requested and Keep abreast of developments in law by attending training recommended by Legal and studying new legislation, various law reports and other legal journals, publications disseminating the information to relevant departments. Administration of legal records: Maintain the legal records as required by law and make available when required by the authorized persons; manage and maintain the Fund attorney database; Prepare written review and evaluate data on documents such as claim applications, birth or death certificates and physician or employer records. Provide administrative support to the unit: Perform office administrative activities; Organize office logistical matters; file office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery, refreshments and equipment for the section.

ENQUIRIES: Ismael Radebe on Tel No: 012 399 2299

APPLICATIONS: It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za quoting the reference number in the subject heading of the email.

NOTE: The purpose of the role is to provide effective legal administrative and support services for the GPAA. Various Legal Administrator positions are currently available at the Government Pensions Administration Agency – Legal Services. The positions will be filled on a 12 months contract (non-renewable). Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
ANNEXURE E

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(SOUTH CAPE TVET COLLEGE)

APPLICATIONS: Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, electronically via email to Careers at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION: Mr. M.E Gcuwa

CLOSING DATE: 07 May 2021 at 16:00

NOTE: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees.

OTHER POSTS

POST 13/52: SYSTEMS ENGINEER: ICT INFRASTRUCTURE, SOFTWARE AND SERVER MAINTENANCE REF NO: PS01/2021
(Persal Appointment)

SALARY: R257 508 – R303 339 per annum (Level 07), excluding service benefits

CENTRE: Central Office

REQUIREMENTS: Qualifications and Experience: Matric plus minimum of 3-year accredited Degree/Diploma (REQV 13) from an accredited institution in Information Technology and A+N+, MCSE would be an added advantage. A minimum of 5 years in provisioning, installing / configuration, operation and maintenance of systems hardware and software and related infrastructure as Server level. A valid code 08 driver’s license. Knowledge: Good comprehensive knowledge of the Microsoft Server platforms e.g. server 2010 & 2012 database SQL server environment. Regularly provide advice and recommend actions related to. Skills: Resolve problems within established practices. Ability to maintain confidentiality. Good interpersonal skills. Good written and verbal communication skills. Decision-making skills. Ability to lead a team and provide advice to management on related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
DUTIES: Ensuring the effective operation of all college’s systems: Provide occasional guidance, some of which is technical. Regularly provide advice and recommend actions related to the function. Ensure the following are always in 100% working order; staff have internet access; staff have email accounts; Students have internet access; Staff and students can login the Server (Active Directory) with their own username and passwords. Oversee the introduction and implementation of IT systems and infrastructure: Manage and monitor all installed systems and infrastructure; Install, configure, test and maintain operating systems, application software and system management tools; Proactively ensure the highest levels of systems and infrastructure availability; Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes; Maintain security, backup, and redundancy strategies; Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks; Participate in the design of information and operational support systems; Provide 2nd and 3rd level support; Liaise with vendors and other IT personnel for problem resolution.

Install and maintain workstation: Install new Laptops and Desktop for students admin staff; Load Microsoft Windows; Load Microsoft Office ; Setup their Drive to safe on; Install printer drivers to print; Setup scanning for admin staff. Desktop support: Receiving of error requests; Creating email accounts for admin staff; Replace faulty hardware like hard drives memory and power suppliers; Load needed software like Auto CAD, Pace career (depends which courses needs it. Network cabling: Create fly leads for Admin and students that needs network connectivity; Cable the computer labs; staff and students have their own drive to save their work Administer Servers, Desktop Computers, Printers, Routers, Switches, and Firewalls; Support LANs, WANs, network segments, Internet, and intranet systems.; Ensure design of system allows all components to work properly together; Provide/Troubleshoot problems reported by end users; Make recommendations for future upgrades; Maintain network and system security.

ENQUIRIES: Mr. S Mketo at Tel No: (044) 8840359

POST 13/53: STUDENT SUPPORT OFFICER REF NO: PS 02 OF 2021
(Persal Appointment)

SALARY: R257 508 – R303 339 per annum (Level 07), excluding service benefits

CENTRE: Bitou Campus

REQUIREMENTS: Qualifications and Experience: A matric plus a minimum 3-year Degree/Diploma (REQV 13) in Psychology or Social Work. Registration with the Professional Body is required. One year relevant work experience. Computer Literacy (MS Office). A valid code 08 driver’s license. Recommendations: Good Interpersonal Relations. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES: Conduct pre-entry assessments and career guidance. Provide counselling in accordance to the professional guidelines. Conduct work readiness training. Coordination of all student support needs. Develop quality electronic reports and statistics. Facilitate the implementation of and adherence to DHET policies and strategies. Provide exit-level student support. Administer and support DHET NSFAS bursary. Support SRC Functions.

ENQUIRIES: Mrs. S November Tel No: (044) 884 0359

POST 13/54: MARKETING AND COMMUNICATION OFFICER REF NO: PS 07/2021
(PERSAL Appointment)

SALARY: R208 584 – R245 694 per annum (Level 06), plus excluding service benefits

CENTRE: Mossel Bay Campus

REQUIREMENTS: Matric/NC (V) Level 4 plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in the field of Marketing and Communication or similar filed of endeavor. Computer Literacy (ICDL or MS Office). A minimum of 1 to 2 years relevant experience in the relevant field is required. Needs to be well versed in English Language with excellent writing skills. A code 08 driver’s License. Skills: Good interpersonal and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
Recommendations: Energetic and focused on reaching targets. Proven experience with regard to student recruitment and journalism skills. Ability to manage time effectively and problem-solving skills. Report writing skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Communication with external markets across the College’s catchment area through PR functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, meetings, imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organise and participate in internal and external functions and events. Coordinate effective marketing for Forster’s Manor Guest House as an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

**ENQUIRIES**

Ms. R Molusi Tel No: (044) 8840359

**POST 13/55**

SECRETARY REF NO: PS03/2021

(Persal Appointment)

**SALARY**

R173 703 per annum (Level 05), excluding service benefits

**CENTRE**

Central Office

**REQUIREMENTS**

Qualifications and experience: Matric plus a minimum 3-year accredited Degree/Diploma or National N Diploma (REQV13) in Secretarial, Legal Secretary, Office Administration and Management Assistant. A minimum of 3 years relevant work experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver’s License. Skills: Knowledge of conflict management and people management. Knowledge of organizational objectives. Report writing skills. Good interpersonal relationship communication skills. Listening Skills. Planning and organizing skills, people Management. Ability to manage time effectively and problem-solving skills. Computer Literacy (ICDL or MS Office). Personal attributes: Friendly and trustworthy, Integrity, confidence, accuracy and assertiveness.

**DUTIES**

Provide a Secretarial/receptionist support service to the Deputy Principal: Render Administrative support Services and S&T claims. Provide support to the Deputy Principal regarding meetings. Support the Deputy Principal with administration of the budget: Collect and coordinate all the documents that relates to budget. Assist Deputy Principal in Analize the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood proper. Remains up to date with regard to the applicable policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Deputy Principal. Remain abreast with the procedures and processes that apply in the office of the Deputy Principal.

**ENQUIRIES**

Mrs. TF Boshoff at Tel No: (044) 8840359

**POST 13/56**

ADMINISTRATION CLERK: QUALITY MANAGEMENT REF NO: PS04/2021

(Persal Appointment)

**SALARY**

R173 703 per annum (Level 05), excluding 37% service benefits

**CENTRE**

Central Office

**REQUIREMENTS**

Qualifications and experience: A matric or NCV Level 4 plus a minimum 3-accredited Degree/Diploma (REQV13) Administration/Information Technology/Website designing/Graphic designing with 1 year relevant experience. Skills: Website designing/Graphic designing for the maintenance of a Quality Management System, have knowledge of programming or Microsoft Software. Creative and Innovative. Secretarial and Interpersonal Skills. Computer Literacy (MS Office).

**DUTIES**

Updating the online Quality Management System of the College Capture and upload data related to quality including templates, policies, procedures and processes. Develop new templates related to Quality Management Systems for
different Departments in the College. Perform administrative tasks for internal and external quality audits and logistics. Assist the Quality Manager with planning and organising of policy review committee meetings. Taking minutes of meetings of Quality Management Department and prepare documentation. Systematic filing of quality documents and records keeping.

ENQUIRIES
Mrs. N Matroos at Tel No: (044) 8840359

POST 13/57
ADMINISTRATION CLERK: TRUANCY REF NO: PS05/2021
(College Council Appointment)

SALARY
R173 703 per annum (Level 05), excluding 37% service benefits

CENTRE
Oudtshoorn Campus

REQUIREMENTS
Qualifications and experience: A matric or NCV Level 4 plus a minimum 3-accredited year Degree/Diploma, N Diploma (REOV 13) in Administration with at least 2-years relevant work experience. A valid code 08 driver’s license. Knowledge: Experience in student administration of a TVET College/University or Community/Social development will be an added advantage. Skills: Excellent facilitation, organisation and presentation skills. Computer Literacy (MS Office).

DUTIES
Sourcing of Private accommodation and ensuring that all accommodation meets the criteria as set by the College. Conduct visits at the private hosts/accommodation before and after acceptance. Conduct home visits where necessary to discuss absenteeism with parents or guardians. Responsible for the administration and submission of required documentation on set due dates. Do referrals to Student Support Officers. Establishing a database of all host parents and possible private accommodation for future usage. Communicate all relevant information to host parents. Keep strict records of absenteeism and contacting of parents or guardians.

ENQUIRIES
Mrs. T La Fleur Tel No: (044) 2722110

POST 13/58
BURSARY CLERK REF NO: PS 06/2021
(College Council Appointment)

SALARY
R173 703 per annum (Level 05), plus 37% service benefits

CENTRE
Oudtshoorn Campus

REQUIREMENTS
Matric/NC (V) Level 4 plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in Business Management/Management Assistant/Financial Management/Office Administration or related equivalent Qualification with a minimum of 2 years relevant work experience. Computer literacy (MS Office). Skills: Good interpersonal and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES
Ensure that all bursary application forms are completed correctly. Accurately capture online bursary applications. Ensure good document administration (filing, recording of all bursary application forms). Assist with the compilation of statistical information. Provide assistance in administration and maintenance of College records. Compile Excel spreadsheets to report statistical data. Attending to routine correspondence and prepare written reports when required.

ENQUIRIES
Ms. H.T. La Fleur Tel No: (044) 272 2110

POST 13/59
HUMAN RESOURCES ADMINISTRATION CLERKS REF NO: PS 08/2021 (X3 POSTS)
(PERSAL Appointment)

SALARY
R173 703 – R204 612 per annum excluding service benefits

CENTRE
Central Office

REQUIREMENTS
Matric plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REOV 13) in Human Resource Management/Public Administration/Management or relevant qualification with a minimum of 2 years relevant work experience in human resources management/administration. Knowledge: Knowledge of relevant HR Prescripts, Labour Relations Act, 1995 and Prescriptive. Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions,
Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Skills: Good interpersonal relations, customer relations, supervisory skills and computer literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register. Servicing Beaufort West Campus in addition to Oudtshoorn campus.

**ENQUIRIES**: Ms. Z Maimane at (044) 8840359

**POST 13/60**: ADMINISTRATION CLERK REF NO: PS 09/2021
(PERSAL Appointment)

**SALARY**: R173 703 – R204 612 per annum (Level 05), excluding service benefits

**CENTRE**: Oudtshoorn Campus

**REQUIREMENTS**: Qualifications: Matric/NC (V) Level 4 plus an accredited three-year Degree/Diploma or National N Diploma (REQV 13) in Office Administration with 2 years relevant experience in Office Administration or Reception related functions. Skills: Computer literate. Fluency with at least two of the three official languages of the Western Cape Province. Good Interpersonal Relations/must be sharp with strong character/outgoing personality/build relationships with internal and external clients. Excellent telephone & communication skills. Organizational skills, Computer Literate.

**DUTIES**: Co-manage the appointments of the Campus Head. Printing of monthly telephone bills and distribution to users. Liaise with the principal’s office, branches, Departments, other campuses, and other colleges. Distribution of faxes, messages to relevant people. Typing, photocopying and minute taking. Co-ordinate and make requisitions for stock, its distribution and deliver. Upload requisition on the College ITS system. Book accommodation and transport for campus employees. Carry out record-keeping and perform other clerical functions within the context of work involved. Controlling of switchboard operations. Make official outgoing calls for campus management. Do record-keeping and perform other clerical functions within the context of the work involved.

**ENQUIRIES**: Mrs. T La Fleur at Tel No: (044) 2722110

**POST 13/61**: ADMINISTRATION CLERK REF NO: PS 10/2021 (X2 POSTS)
(PERSAL Appointment)

**SALARY**: R173 703 – R204 612 per annum (Level 05), excluding service benefits

**CENTRE**: George Campus

**REQUIREMENTS**: Qualifications: Matric/NC (V) Level 4 plus an accredited three-year Degree/National Diploma or National N Diploma (REQV13) in Office Administration with 1 year relevant experience. Previous experience in reception and administrative clerical function will serve as an added advantage. Skills: Computer literate. Fluency with at least two of the three official languages of the Western Cape Province. Good Interpersonal Relations/must be sharp with strong character/outgoing personality/build relationships with internal and external clients. Excellent telephone & communication skills. Organizational skills, Computer Literate.

**DUTIES**: Co-manage the appointments of the Campus Head. Printing of monthly telephone bills and distribution to users. Liaise with the principal’s office, branches, Departments, other campuses, and other colleges. Distribution of faxes, messages to relevant people. Typing, photocopying and minute taking. Co-ordinate and make
requisitions for stock, its distribution and deliver. Upload requisition on the College ITS system. Book accommodation and transport for campus employees. Carry out record-keeping and perform other clerical functions within the context of work involved. Controlling of switchboard operations. Make official outgoing calls for campus management. Do record-keeping and perform other clerical functions within the context of the work involved.

ENQUIRIES: Mrs. V Hartnick at Tel No: (044) 2722110
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 03 May 2021

NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed New Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 13/62 : PRINCIPAL LEGAL ADMIN OFFICER REF NO: 21/93/CLO

SALARY : R1 057 326 – R1 245 495 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB or appropriate equivalent undergraduate legal qualification (NQF7); 8 years’ experience in legal services or related environment; 5 years should be at middle/senior management Level; Knowledge of the South Africa legal system, legal practices and related spheres; Knowledge of the Constitution, 1996, Knowledge of the Criminal Procedure Act, Public Finance Management Act, Knowledge and experience in office administration; A valid driver’s license. Skills and Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication skills (written and verbal); Honest and Integrity.

DUTIES : Key Performance Areas: Manage the applications for Presidential Pardons in terms of the applicable Acts; Manage the process of application for expungements in terms of the applicable Acts; Manage Stakeholder Management and administration; Oversee and manage the processes of certain legal matters; Provide effective people management.

ENQUIRIES : Ms. K. Ngomani Tel No: (012) 357 8661

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-93-CLO@justice.gov.za
OTHER POSTS

POST 13/63  :  FAMILY ADVOCATE: LP7: REF NO: 2021/37/GP
(The Post is a Re-Advertisement: Candidates who previously applied, are encouraged to Re-Apply)

SALARY  :  R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE  :  Family Advocate: Johannesburg

REQUIREMENTS  :  An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver’s license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES  :  Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.

ENQUIRIES  :  Ms R Moabelo Tel No: (011) 332 9000

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

POST 13/64  :  DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 21/VA15/NW

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

CENTRE  :  Region Office: North West

REQUIREMENTS  :  Grade 12 and a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/Public Management or equivalent; Minimum of 6 (six) experience in the Supply Chain Management environment, with at least four-year experience on management level; A valid driver’s license; In-depth knowledge of Knowledge of Procurement Policy Framework Act, BBBEE , Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework and Asset management. Skills and Competencies: Excellent Written and Verbal Communication; Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently; Must be able to analyse and interpret financial information (numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Skills; Good interpersonal relations; Must be able to handle customers, interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel, PowerPoint and MS Outlook);

DUTIES  :  Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services on behalf of the Region Office and its sub offices; Manage the acquisition or procurement of goods and services; Manage logistics regarding stores, warehousing and transport and vendor performance; Manage the assets and the disposal of assets; Provide effective people management

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

APPLICATIONS  :  Quoting the relevant reference number, direct your application to: RecruitmentNW-DDSUPPLYC@justice.gov.za or The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
POST 13/65 : DEPUTY DIRECTOR: EXECUTIVE ASSISTANT IN THE OFFICE OF THE DIRECTOR-GENERAL (EXECUTIVE SUPPORT) REF NO: 21/100/DG

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

CENTRE : National Office: Pretoria

REQUIREMENTS : A Degree/National Diploma in Administration/Public Management (NQF6); 3 years management experience; Experience in Administrative environment; A Post-Graduate Diploma or Degree in Administration/Management will be an added advantage. Skills And Competencies: Communication skills (verbal & written); Presentation and facilitation skills; Research and analytical skills; Strong leadership with strategic capabilities; Project management; Computer literacy (MS Word, Excel & Power Point); Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage follow-ups of Director-General instructions to ensure prompt execution by relevant branches; Maintain a clear communication channel to both internal and external stakeholders; Manage and control recording and attendance to the proceedings of strategic tasks; Undertake policy or line function tasks as required; Manage general support services and resources in the office of the DG; Provide effective people management.

ENQUIRIES : Mr M Kekana Tel No: (012) 357 8023

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-100-DG@justice.gov.za

POST 13/66 : DEPUTY MASTER MR-6: REF NO: 21/97/MAS

SALARY : R473 820 – R1 140 828 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief Master: Pretoria

REQUIREMENTS : LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian’s Fund; Relevant post qualification’s legal service certificates will be an added advantage. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy; Complaints management; Project management.

DUTIES : Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution; Assist in drafting branch APP, SDIP & Operational plans.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-97-MAS@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 13/67 : VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 21/86/CFO (X2 POSTS)

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

CENTRE : National Office: Pretoria
**REQUIREMENTS**: A Bachelor’s Degree/ or equivalent qualification at NQF level 6 in Social Science or related areas; A minimum of 2 years security-related experience; Vetting field work course from SSA, SAPS or Defence Intelligence will be an added advantage; A valid driver’s license; Skills and Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills.

**DUTIES**: Key Performance Areas: Conduct vetting field-work investigations; Develop and implement policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the department and the National Intelligence Agency (NIA) and other related agencies; Administer vetting file and reports; Render administrative support services.

**ENQUIRIES**: Mr SJ. Kgafela Tel No: (012) 315 1042

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-86-CFO@justice.gov.za

**NOTE**: Appointment is subject to completing relevant training courses offered by State Security Agency (SSA)

**POST 13/68**: SENIOR COURT INTERPRETER REF NO: 21/38/KZN

(Re-advertisement)

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

**CENTRE**: Magistrate Court, Ulundi

**REQUIREMENTS**: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year’s practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver’s license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES**: Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES**: Ms M. Valle Tel No: (031) 372 3000

**APPLICATIONS**: Quote the relevant reference number and direct your application to: Email Address: DOJ21-38-kzn@justice.gov.za

**NOTE**: Appointment is subject to completing relevant training courses offered by State Security Agency (SSA)

**POST 13/69**: CHIEF ADMINISTRATION CLERK REF NO: 21/39/KZN

(Re-advertisement)

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

**CENTRE**: Magistrate’s Court, Scottburgh

**REQUIREMENTS**: Grade 12 or equivalent; A minimum of 3 years’ relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

**DUTIES**: Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.

**ENQUIRIES**: Ms V. Mlandeliso Tel No: (031) 372 3000
APPLICATIONS: Quote the relevant reference number and direct your application to: Email Address: DOJ21-39-kzn@justice.gov.za

POST 13/70: ASSISTANT MASTER, MR3- MR5 REF NO: 21/95/MAS

SALARY: R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Pretoria

REQUIREMENTS: LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES: Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.

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

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-95-MAS@justice.gov.za

NOTE: People with disabilities are encouraged to apply.

POST 13/71: ESTATE CONTROLLER EC1 REF NO: 21/98/MAS

SALARY: R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Nelspruit

REQUIREMENTS: An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES: Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES: Mr. C. Msiza Tel No: (012) 315 4754

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-98-MAS@justice.gov.za

NOTE: People with disabilities are encouraged to apply.
ANNEXURE G

NATIONAL PROSECUTING AUTHORITY

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

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

CLOSING DATE : 04 May 2021

NOTE : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid driver’s license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

ERRATUM : Kindly note that the posts of State Advocate (Case Manager) with Reference numbers: Recruit 2021/186; Recruit 2021/187; Recruit 2021/188; Recruit 2021/189 and Recruit 2021/190 advertised in Public Service Vacancy Circular 09 dated 12 March 2021 with closing date 30 March 2021 has been withdrawn.

OTHER POSTS

POST 13/72 : SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/227 (X2 POSTS)
National Prosecutions Service

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

CENTRE : DPP: Johannesburg

REQUIREMENTS : An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least eight years post qualification legal experience. Five years’ experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations,
drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. The ability to act independently.

**DUTIES**
- Quality work with regard to decision making and activities such as consideration of decision dockets, inquests, making of correct and appropriate decision, appropriate and complete instructions to the Investigation Officer, and in accordance with the NPA policy directives and procedures. Court preparations. Ensure successful prosecution by conducting/managing effective criminal court proceedings including, bail applications, trials in accordance with legislation and NPA policy directives and procedures. Legal drafting and other court work. Operations Management.

**ENQUIRIES**
- Reuben Palai Tel No: 011 220 4124

**APPLICATIONS**
- email Recruit2021227@npa.gov.za

**POST 13/73**
- **SENIOR PUBLIC PROSECUTOR**
  - National Prosecutions Service

**SALARY**
- R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level CM-1)

**CENTRE**
- CPP: Bloemfontein Ref No: Recruit 2021/228 (Re-advert) (Ficksburg) Ref No: Recruit 2021/229

**REQUIREMENTS**
- An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least eight (8) years’ post qualification legal experience. Five (5) years-experience in legal practice will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. Valid driver’s license.

**DUTIES**
- Manage; train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings; maintenance and inquest matters of a general and more advanced nature. Ability to act independently. Excellent communication and administrative skills. Supervisory skills.

**ENQUIRIES**
- Lemmer Ludwick Tel No: 051 410 6001

**APPLICATIONS**
- CPP: Bloemfontein email Recruit2021228@npa.gov.za (Ficksburg) e mail Recruit2021229@npa.gov.za

**POST 13/74**
- **DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2021/231**
  - National Prosecutions Service

**SALARY**
- R869 007 per annum (Total Cost Package) (Level 12)

**CENTRE**
- DPP: Bloemfontein

**REQUIREMENTS**
- An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least three years proven managerial working experience. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid Driver’s License.

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

ENQUIRIES: Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS: e mail Recruit2021231@npa.gov.za

POST 13/75 : STATE ADVOCATE REF NO: RECRUIT 2021/230
National Prosecutions Service
(Re-Advert)

SALARY: R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
CENTRE: CPP: Bloemfontein (Phuthaditjhaba)
REQUIREMENTS: An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years’ post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

DUTIES: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State’s case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer’s and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES: Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS: e mail Recruit2021230@npa.gov.za

POST 13/76 : REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2021/232
National Prosecutions Service

SALARY: R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
CENTRE: DPP: Johannesburg
REQUIREMENTS: An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least four years post qualification legal experience. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving
instructions in law and statutory offences. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.

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

**ENQUIRIES:**
- Khensane Manganye Tel No: 011 220 4266

**APPLICATIONS:**
e mail Recruit2021232@npa.gov.za

**POST 13/77:**
**DISTRICT COURT CONTROL PROSECUTOR**
**REF NO:** RECRUIT 2021/275
National Prosecutions Service

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

**CENTRE:**
- CPP: Welkom (Bethlehem)

**REQUIREMENTS:**
- An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Organisational skills. Ability to work independently.

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

**ENQUIRIES:**
- Lemmer Ludwick Tel No: 051 410 6001

**APPLICATIONS:**
e mail Recruit2021275@npa.gov.za

**POST 13/78:**
**REGIONAL COURT PROSECUTOR**
National Prosecutions Service

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

**CENTRE:**
- CPP: Bloemfontein Ref No: Recruit 2021/233
- CPP: Durban Ref No: Recruit 2021/234
- CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2021/235 (Moretele) Ref No: Recruit 2021/273
- CPP: Butterworth Ref No: Recruit 2021/236
- CPP: Mthatha Ref No: Recruit 2021/237 (X3 Posts)

**REQUIREMENTS:**
- An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and
presenting/arguing cases in court. Experience in guiding investigations and giving
instructions in law and statutory offences. The incumbent must have the ability to
act independently or with minimum supervision. Proficiency in prosecuting.

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

**ENQUIRIES**
- CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001
- CPP: Durban Ntokozo Dlamini Tel No: 031 334 5274
- CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: 018 381 9041
- CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: 047 501 2607
- CPP: Bloemfontein e mail Recruit2021233@npa.gov.za
- CPP: Durban e mail Recruit2021234@npa.gov.za
- CPP: Odi (Ga-Rankuwa) e mail Recruit2021235@npa.gov.za
- CPP: Butterworth & CPP: Mthatha e mail Recruit2021237@npa.gov.za
- CPP: Durban Ref No: Recruit 2021/238
- CPP: Nelspruit (Barberton) Ref No: Recruit 2021/239
- CPP: Mthatha Ref No: Recruit 2021/240 (X3 Posts)
- (Lusikisiki) Ref No: Recruit 2021/241 (X2 Posts)
- (Flagstaff) Ref No: Recruit 2021/242
- (Tsolo) Ref No: Recruit 2021/243
- (Bizada) Ref No: Recruit 2021/244
- CPP: Butterworth Ref No: Recruit 2021/245
- (Cal) Ref No: Recruit 2021/246
- (Dutywa) Ref No: Recruit 2021/247
- (Willowvale) Ref No: Recruit 2021/248
- CPP: Welkom (Sasolburg) Ref No: Recruit 2021/249
- CPP: Odi (Garankuwa) Ref No: Recruit 2021/274

**APPLICATIONS**
- CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001
- CPP: Durban Ntokozo Dlamini Tel No: 031 334 5274
- CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: 018 381 9041
- CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: 047 501 2607
- CPP: Bloemfontein e mail Recruit2021233@npa.gov.za
- CPP: Durban e mail Recruit2021234@npa.gov.za
- CPP: Odi (Ga-Rankuwa) e mail Recruit2021235@npa.gov.za
- (Moretele) e mail Recruit2021273@npa.gov.za
- CPP: Butterworth e mail Recruit2021236@npa.gov.za
- CPP: Mthatha e mail Recruit2021237@npa.gov.za

**POST 13/79**
- DISTRICT COURT PROSECUTOR
- National Prosecution Service

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

**CENTRE**
- CPP: Durban Ref No: Recruit 2021/238
- CPP: Nelspruit (Barberton) Ref No: Recruit 2021/239
- CPP: Mthatha Ref No: Recruit 2021/240 (X3 Posts)
- (Lusikisiki) Ref No: Recruit 2021/241 (X2 Posts)
- (Flagstaff) Ref No: Recruit 2021/242
- (Tsolo) Ref No: Recruit 2021/243
- (Bizada) Ref No: Recruit 2021/244
- CPP: Butterworth Ref No: Recruit 2021/245
- (Cal) Ref No: Recruit 2021/246
- (Dutywa) Ref No: Recruit 2021/247
- (Willowvale) Ref No: Recruit 2021/248
- CPP: Welkom (Sasolburg) Ref No: Recruit 2021/249
- CPP: Odi (Garankuwa) Ref No: Recruit 2021/274

**REQUIREMENTS**
- An LLB or equivalent foreign legal qualification. At least two years post qualification
legal experience or one year post qualification legal experience for candidates who
successfully completed the NPA Aspirant Prosecutor Program. Right of
appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Criminal
court litigation experience will be an advantage. Competency in acting
Independently, Professionally, Accountable and with Credibility. In depth
knowledge of prosecutor guided investigation. A valid driver’s license will be a
requirement where applicable.

**DUTIES**
- Study case dockets, decide on the institution of and conduct criminal proceedings.
- Draft charge sheets and other documents. Represent the State in court. Perform
all duties related thereto in accordance with the code of conduct, Policy and
directives of the national prosecuting authority.

**ENQUIRIES**
- CPP: Durban Ntokozo Dlamini Tel No: 031 334 5274
- CPP: Nelspruit (Barberton) Ndumiso Bhembe Tel No: 013 045 0633
- CPP: Mthatha & CPP: Butterworth Linda Mankayi Tel No: 047 501 2607
- CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
- CPP: Odi Flora Kalakgosi Tel No: 018 381 9041

**APPLICATIONS**
- CPP: Durban e mail Recruit2021238@npa.gov.za
- CPP: Nelspruit (Barberton) e mail -Recruit2021239@npa.gov.za
- CPP: Mthatha e mail Recruit2021240@npa.gov.za
- (Lusikisiki) e mail Recruit2021241@npa.gov.za
- (Flagstaff) e mail Recruit2021242@npa.gov.za
POST 13/80 : DISTRICT COURT PROSECUTOR
National Prosecutions Service

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

CENTRE : CPP: Mthatha (Qumbu) Ref No: Recruit 2021/250
(Mt Frere) Ref No: Recruit 2021/251

REQUIREMENTS : An LLB or equivalent legal foreign qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive experience in maintenance and such experience as in the opinion of the NDPP, render him/her suitable for appointment as Maintenance Prosecutor. Extensive knowledge of the Maintenance Act. Knowledge of Civil and Family Law related to maintenance. Competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of prosecutor guided investigation. Good planning skills general computer literacy in MS Office. A valid driver’s license where required.

DUTIES : Criminal and civil litigation in compliance with the requirements legally imposed upon the state regarding all aspects of criminal and civil activities relevant to maintenance matter. Attend to formal and informal enquiries. Attend to maintenance related prosecutions. Render advice on issues family law relating to maintenance. Direct and oversee maintenance investigators. Exercise or perform any power, duty or function conferred upon or assigned on the Maintenance Prosecutor by or under the Maintenance Act 99 of 1998. This will include aspects of prevention, research and recommendations for policy development, pertaining heads of arguments and where requires presenting case in court. Supervise, train and develop role players including maintenance investigators and police.

ENQUIRIES : Linda Mankayi Tel No: 047 501 2607
APPLICATIONS : e mail Recruit2021250@npa.gov.za
(Mt Frere) e mail Recruit2021251@npa.gov.za

POST 13/81 : DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2021/252
National Prosecutions Service (Re-Advert)

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

CENTRE : CPP: Odi (Swartruggens)

REQUIREMENTS : An LLB or equivalent legal foreign qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Criminal court litigation experience will be an advantage. Competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of prosecutor guided investigation. A valid driver’s license will be a requirement where applicable.

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

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit2021252@npa.gov.za
POST 13/82 : COURT PREPARATION OFFICER
National Prosecutions Service

SALARY : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : CPP: Middleburg (Volksrust) Ref No: Recruit 2021/253
(eMkhondo) Ref No: Recruit 2021/254
CPP: Witbank (Evander) Ref No: Recruit 2021/255
(Delmas) Ref No: Recruit 2021/256
DPP:Mpumalanga Ref No: Recruit 2021/257
CPP: Nelspruit (Tonga) Ref No: Recruit 2021/258
(Masoyi) Ref No: Recruit 2021/259
DPP:Bloemfontein Ref No: Recruit 2021/260
CPP: Nelspruit Ref No: Recruit 2021/261
CPP: Empangeni (Ingwavuma) Ref No: Recruit 2021/262
(Vryheid) Ref No: Recruit 2021/263
CPP: Durban (Umbumbulu) Ref No: Recruit 2021/264
CPP: Welkom (Kroonstad) Ref No: Recruit 2021/265
(Virginia) Ref No: Recruit 2021/266
(Ondendalsrus) Ref No: Recruit 2021/267

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

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

ENQUIRIES : DPP: Mpumalanga; CPP Middleburg; CPP: Nelspruit & CPP: Witbank Lumphondo
KP Tel No: 013 045 0635
CPP: Durban; CPP: Nelspruit &CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274
DPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
DPP: Mpumalanga e mail Recruit2021257@npa.gov.za
CPP: Middleburg (Volksrust) e mail Recruit2021253@npa.gov.za
CPP: Nelspruit & CPP: Witbank Lumphondo e mail Recruit2021254@npa.gov.za
CPP: Witbank (Evander) e mail Recruit2021255@npa.gov.za
CPP: Empangeni (Ingwavuma) e mail Recruit2021256@npa.gov.za
CPP: Nelspruit (Tonga) e mail Recruit 2021258@npa.gov.za
CPP: Masoyi e mail Recruit 2021259@npa.gov.za
DPP: Bloemfontein e mail Recruit 2021260@npa.gov.za
CPP: Nelspruit e mail Recruit 2021261@npa.gov.za
CPP: Empangeni (Ingwavuma) e mail Recruit 2021262@npa.gov.za
Vryheid e mail Recruit2021263@npa.gov.za
CPP: Welkom (Kroonstad) e mail Recruit 2021264@npa.gov.za
CPP: (Odendalsrus) e mail Recruit 2021266@npa.gov.za

APPLICATIONS : CPP: Nelspruit (Tonga) e mail Recruit 2021262@npa.gov.za
CPP: Empangeni (Ingwavuma) e mail Recruit 2021263@npa.gov.za
Virgnia) e mail Recruit 2021265@npa.gov.za

POST 13/83 : LIBRARIAN REF NO: RECRUIT 2021/268
Information Systems Management

SALARY : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two
years relevant experience preferable in a law library environment. Ability to work
on an electronic library management system including e-Books. Computer literacy
in MS Word, Excel, and PowerPoint. At least two years’ experience in utilization of
search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel. Valid driver's license.


**ENQUIRIES**:
Nozuko Mdingi Tel No: 012 845 6868

**APPLICATIONS**:
e mail Recruit2021268@npa.gov.za

**POST 13/84**
**LIBRARIAN REF NO: RECRUIT 2021/269**
National Prosecutions Service
(Re-Advert)

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

**CENTRE**:
DPP: Johannesburg

**REQUIREMENTS**:
An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey Decimal Classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.

**DUTIES**:
Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.

**ENQUIRIES**:
Khensane Manganye Tel No: 011 220 4266

**APPLICATIONS**:
e mail Recruit2021269@npa.gov.za

**POST 13/85**
**ADMINISTRATIVE CLERK; SUPERVISOR REF NO: RECRUIT 2021/270**
National Prosecutions Service

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

**CENTRE**:
DDPP: Durban

**REQUIREMENTS**:
An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

**DUTIES**:
Manage and/or supervise the Court Support and Document Management Sections. Draw up and manage the court roll. Check opening of new files and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff.

**ENQUIRIES**:
Ntokozo Dlamini Tel No: 031 334 5274

**APPLICATIONS**:
e mail Recruit2021270@npa.gov.za
POST 13/86 : PERSONAL ASSISTANT REF NO: RECRUIT 2021/276
National Prosecutions Service

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

DUTIES : Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operate office equipment like fax machines and photo copiers. Make travel and logistical arrangements for meetings and events. Process travel and subsistence claims for the office. Take minutes during meetings, draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES : Ntokozo Dlamini Tel No: 031 334 5274
APPLICATIONS : e mail Recruit2021276@npa.gov.za

POST 13/87 : HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/271
National Prosecutions Service

SALARY : R173 703 per annum (Level 05), (Excluding Benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit2021271@npa.gov.za

POST 13/88 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/277 (X3 POSTS)
National Prosecutions Service

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

DUTIES : Provide administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive docket from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and
relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in case administered. Document management. Ensure implementation of case registers. Ensure efficient case date capturing.

ENQUIRIES: Ntokozo Dlamini Tel No: 031 334 5274
APPLICATIONS: e mail Recruit2021277@npa.gov.za

POST 13/89: ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/278
Specialised Commercial Crime Unit

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

DUTIES:
Provide administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive docket from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in case administered. Document management. Ensure implementation of case registers. Ensure efficient case date capturing.

ENQUIRIES: Ntokozo Dlamini Tel No: 031 334 5274
APPLICATIONS: e mail Recruit2021278@npa.gov.za

POST 13/90: SWITCHBOARD OPERATOR REF NO: RECRUIT 2021/272
National Prosecutions Service (Re-Advert)

SALARY: R145 281 per annum (Level 04), (Excluding Benefits)
CENTRE: DPP: Bloemfontein
REQUIREMENTS:
Grade 12 or equivalent qualification. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES:
Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. Maintain telephone lists.

ENQUIRIES: Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS: e mail Recruit2021272@npa.gov.za
OFFICE OF THE CHIEF JUSTICE

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

| APPLICATIONS | Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaaitjie Drive, Room B107, Kimberley.  
Grahamstown: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.  
Gauteng Local Division Pretoria/Labour and labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg  
Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban  
North West/ Mahikeng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.  

CLOSING DATE | 03 May 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. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. The successful candidate will be required to provide proof of completion of the Pre-entry 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.
ERRATUM: Kindly note that the position of IT Internal Auditor-Data Analytics, National Office: Midrand with Ref No: 2021/95/OCJ (12 Months Contract), advertised on Public Service Vacancy Circular 12 dated 09 April 2021 with a closing date of 23 April 2021, has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

POST 13/91 : ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2021/102/OCJ

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West High Court (Mahikeng)


DUTIES : Provide security advisory services to Management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities.

ENQUIRIES : Mr O Sebapatso/ B Ontong Tel No: (018) 3977114/ 7064

POST 13/92 : LAW RESEARCHER REF NO: 2021/103/OCJ

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape High Court: Kimberley

REQUIREMENTS : An LLB degree or four (4) years’ recognized legal qualification. Two (2) years' relevant legal experience. A valid driver’s license. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Project Management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.

DUTIES : Consulting with State Attorneys and Advocates on litigation matters. Maintaining of stakeholder relations with referral institutions. Provide research and legal assistance to the Unit. Perform any ad hoc task within the Unit.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733

POST 13/93 : LAW RESEARCHER REF NO: 2021/104/OCJ

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West High Court (Mahikeng)

REQUIREMENTS : An LLB degree or four (4) years’ recognized legal qualification. Three (3) years relevant legal experience. A valid driver’s license. Skills and competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize
computer research programmes (Westlaw, LexisNexis, Jutastat). Planning and
organising ability. Ability to integrate knowledge from diverse sources. Accuracy
and attention to detail. Interpersonal skills. Problems solving skills. Ability to work
under pressure. Ability to work independently.

DUTIES : Conduct legal research as required by the Judges and other personnel of the
Court. Perform proof reading functions, drafting of speeches, conference notes
and legal articles. Monitoring and bringing to the attention of Judges of the Court
recent developments in case law and jurisprudence. Checking judgments for style
and accuracy of citations. Perform quasi-judicial functions. Attend to additional
duties as assigned.

ENQUIRIES : Mr O Sebapatso/ B Ontong Tel No: (018) 3977114/ 7064

POST 13/94 : CONTRACT LAW RESEARCHER REF NO: 2021/105/OCJ

SALARY : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be
required to sign a performance agreement.

CENTRE : Labour and Labour Appeals Court: Johannesburg

REQUIREMENTS : An LLB degree or four (4) years’ recognized legal qualification. A minimum of three
(3) years’ legal research experience. Completed articles will be an added
advantage. Knowledge of Electronic Information Resource and online retrieval
(Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research
skills. Report writing and editing skills. Excellent communication skills (written and
verbal). Computer literacy (MS Office). Problem analysis, solving and planning
skills. Decision making skills. Time management skills. Creative and analytical
skills.

DUTIES : Perform all legal duties for the Judges to enable them to prepare judgements.
Research and retrieve all material from all sources in both hard copy and electronic
formats on legal issues, as requested by a Judge. Read all the relevant material
and analysis it thoroughly. Discuss all possible variations on a legal point with
colleagues and/ or the Judges attention. Prepare a comprehensive memorandum
on the outcome of the research. Proof read all judgements, articles, speeches and
conference papers with respect to spelling and grammar. Double check all
references and foot notes in all judgements and legal articles against the original
text to ensure correctness. Correct mistakes with the help of track changes so that
the judges can accept or decline any proposed changes. Drafting of speeches,
legal articles and conference papers. Research all materials from all sources in
both hard and soft copy and electronic formats on a legal issue, as requested by
a Judge. Revert all the relevant materials and analyse it thoroughly. Prepare and
draft speech, conference paper or article. Make all changes and additional if
required. Prepare Powerpoint slides where applicable. Submit the speeches.

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

POST 13/95 : OFFICE MANAGER REF NO: 2021/106/OCJ

SALARY : R376 596 per annum. The successful candidate will be required to sign a
performance agreement.

CENTRE : Durban and Pietermaritzburg High Court

REQUIREMENTS : A three-year National Diploma/Bachelor’s Degree in Office Management or
relevant equivalent qualification. Three (3) – (Five) 5 years’ relevant experience in
an office administration environment. A valid driver’s license. Skills and
Competencies: Job knowledge of office management responsibilities, systems and
procedures. Excellent communication skills. Proficiency in English (Verbal and
written). Interpretation of Law, Legal writing/drafting/legislative drafting skills.
Knowledge of electronic Information Resource and online retrieval. Strong
leadership and management capabilities. Ability to work long hours and under
pressure. Computer literacy (MS Word, Power Point, Excel and Outlook).

DUTIES : Manage office of the Judge President at the KZN High Courts, Pietermaritzburg
and Durban High Courts. The successful candidate will be required to travel with
the Judge President between the two Courts and any of the attached circuit courts,
should there be a need. Support the Judge president in communication with all
Stakeholders, liaise with all stakeholders in the Department, Heads of Courts,
Senior Managers, 30 Judges in the division, National Office, Legal professional
bodies and other Stakeholders with regards to matters emanating from the office of the Judge President. Management and supervision of judge’s support staff including judge’s secretaries and related matters. Prepare presentations and briefing notes for the judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis and submit memoranda regarding all matters related to the Judge President. Communication with Minister in respect of the appointment of Acting Judges. Communication with Acting Judges in respect if first time appointments and the necessary documentation required to be put onto Persal. Allocation of Courts on daily basis. Monitor and coordinate the reserve judgements outstanding and handed down.

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

POST 13/96 : SENIOR COURT INTERPRETER REF NO: 2021/108/OCJ
(Re-advertisement), (The incumbent will be based in Port Elizabeth High Court) Candidates who previously applied are encouraged to reapply.

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

CENTRE REQUIREMENTS : Grahamstown High Court

A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years’ practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (English, Afrikaans, isiZulu, isiSwati, isiXhosa). A valid driver’s license will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217

POST 13/97 : SENIOR COURT INTERPRETER REF NO: 2021/109/OCJ

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

CENTRE REQUIREMENTS : Gauteng Division: Pretoria

A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years’ practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver’s license will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal
documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

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

POST 13/98
: REGISTRAR REF NO: 2021/107/OCJ

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

CENTRE
: Northern Cape High Court: Kimberley

REQUIREMENTS
: An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years’ legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.

DUTIES
: Co-ordination of Case Flow Management support process to the Judiciary and prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrars’ Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES
: Ms S Ruthven Tel No: (053) 807 2733

POST 13/99
: REGISTRARS’ CLERK REF NO: 2021/110/OCJ

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

CENTRE
: Durban High Court

REQUIREMENTS
: Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver’s license will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Excellent communication skills (written and verbal). Good interpersonal and Public Relation skills. Planning, Organizing and Control skills. Customer Service orientated. Ability to work under pressure and to solve problems. Professionalism.

DUTIES
: Render general clerical support services. Handle routine enquiries. Type letters, memorandums and /or correspondence. Liaise with internal and external stakeholders in relation to procurement of goods and services relating to facilities. Obtain quotations, complete procurement forms for services relating to facilities. Conduct regular inspection of the facilities. Report defects to DPWI. Oversee work being done by contractors, even outside normal working hours. Oversee cleaning services at the High Court. Update registers and statistics. Keep and maintain the asset register of the component. Record, organise, store, capture and retrieve correspondence and data (line function).

ENQUIRIES
: Ms L Marrie Tel No: (031) 372 3164
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION:
Mr M Mabuza

CLOSING DATE:
03 May 2021, 15h30

NOTE:
Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications, identity document, and driver’s license. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract of five years with the President (or delegated authority) and a performance agreement with the Chairperson of the Public Service Commission within 3 months of appointment, as well as completing a financial interest’s declaration form within one month of appointment. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: https://thensg.gov.za/training-course/sms-pre-entryprogramme/. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

MANAGEMENT ECHELON

POST 13/100:
DIRECTOR-GENERAL: OFFICE OF THE PUBLIC SERVICE COMMISSION REF NO: DG/03/2021
(5 Year Contract)

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

CENTRE:
Public Service Commission House, Pretoria

REQUIREMENTS:
A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) in Public Administration/ Public Management/ Law/ Human Resources/ Business Administration Sciences/ Development Studies as recognized by SAQA. 8-10 years proven experience at a senior managerial level
of which at least 3 years must have been with any organ of State, as defined in the
Constitution, Act 108 of 1996. Extensive experience in an independent
cellular institution supporting democracy will be an added advantage.
Knowledge of the Constitution, Public Service Act, Public Administration
Management Act, 2014 (PAMA) and the Public Finance Management Act, 1999
(PFMA) and all related regulations, frameworks, policies and instruction notes of
these Acts. Knowledge of the National Development Plan (NDP) and the MTSF,
Advanced Knowledge and experience in Public Administration and Public
Management. Knowledge of the Auditor General’s prescripts. Advanced
Knowledge and experience leading and managing an institution. Extensive
knowledge and experience in policy research, policy analysis and policy
development. A proven track record in research, investigations, conducting
monitoring, evaluations and impact studies. Advanced knowledge in government’s
Human Resource and Labour related legislation. Knowledge of the government
cluster system. Advanced experience in establishing and managing complex
relationships and partnerships. Computer literacy. Strategic understanding and
knowledge of the application of the Constitutional Values and Principles (CVPs) as
contained in Section 195. An understanding of how current public administration
management and operational processes comply, or do not comply, with the CVPs.
Key Competencies: Strategic capability and leadership; Programme and project
management; Financial Management; Change Management; Knowledge
Management; Service Delivery Innovation; Problem Solving and Analysis; People
Management and Empowerment; Client Orientation and Customer focus; Com
communication.

**DUTIES:**

As Secretariat to the PSC - Manage, direct and account for the provisioning of
professional secretariat, research and technical advisory services to the PSC to
enable it to comply with its Constitutional and legislative mandates. Provide, at
strategic level, technical advisory services to the PSC, inclusive of the alignment
of operational governance and organisational practices, structures and systems to
strengthen the independence of the PSC. Manage and account for the provisioning
of administrative support and work facilities to PSC Commissioners, enabling them
collectively and individually to optimally discharge their Constitutional and
legislative responsibilities. As Accounting Officer and Head of Department –
Ensure that the Department has the appropriate systems and controls in place for
proper financial and supply chain management, expenditure control and proper
utilization of resources. Ensure that the Department adheres to the provisions of
the PFMA and Treasury Regulations and is adequately resourced to deliver on its
strategic objectives. Assist the PSC with the development, implementation and
monitoring of its strategic and annual operational plans inclusive of developing,
directing and account for the performance of in-house technical support
programmes. Direct the improvement of labour relations and effective and efficient
Leadership and HRM practices in the Public Service. Ensure the functionality and
Service Delivery of the Public Service through the evaluation and promotion of the
Constitutional values and Principles governing Public Administration. Direct the
investigation and evaluation of personnel and public administration practices and
the promotion of professional ethics in the Public Service. Develop, manage and
account for programmes to promote the PSC as a Constitutional Institution,
inclusive of supporting the PSC with the effective and efficient management of its
stakeholders. Manage the implementation of, and account for, operational
corporate governance practices. Ensure discipline in the workplace and the
development of staff; and represent, on assignment, the strategic intent of the PSC
within various bodies and institutional structures.

**ENQUIRIES:**

Mr Zweli Momeka Tel No: 012 352 1194/1195
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

MANAGEMENT ECHELON

POST 13/101: DIRECTOR: BUSINESS APPLICATIONS & KNOWLEDGE MANAGEMENT
SUPPORT REF NO: 011/2021
Directorate: Business Applications Development & Support

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

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year tertiary qualification (NQF 7) in Information Technology/Computer Science or equivalent with at least 8 years relevant experience of which 5 years must be at MMS (Deputy Director or equivalent) level. A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Knowledge and skills: Demonstrated strategic and operational management ability and experience. IT Project / Programme Management, IT governance and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of applications development is essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful incumbent will be responsible to manage and support business applications, knowledge and document systems for the Department. This entails developing, maintaining and supporting of business applications. Developing and implementing of business intelligence tools and data warehousing. Modelling and designing of databases and managing of metadata across all departmental databases. Monitoring/recommending of the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Directorate and ensuring of effective and efficient management/supervision of staff, procurement, equipment and facilities within the Directorate.

ENQUIRIES: Ms S Mbeleki Tel No: (012) 312-0451

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

FOR ATTENTION: Human Resource Admin & Recruitment
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/smss-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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

CLOSING DATE: 03 May 2021 @ 16:30 pm

OTHER POSTS

POST 13/102: SECTOR EXPERT: SOCIAL COHESION, PROTECTION & GENDER REF NO: 009/2021
Chief Directorate: Social Cohesion, Protection & Gender

SALARY: R869 007 per annum (Level 12) (all-inclusive salary package). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: A relevant 3 year tertiary qualification (NQF 7) in Social Sciences, Development Studies, and/or Policy Studies or equivalent. Minimum of 6 years’ experience in the Social protection field (social assistance, social insurance, social welfare, food security, public employment, community development and ECD) of which 3 years at Assistant Director Level. A post graduate qualification (NQF 8) will be an added advantage. Experience in Planning, Monitoring and Evaluation of social protection programmes will be an added advantage. The following skills will serve as a recommendation: Strategic and Analytical skills; Report writing and Communication skills; Interpersonal and Leadership skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential.
The successful incumbent will be responsible for; providing support for coordination of planning and effective implementation of social protection chapter (chapter 11) of the NDP, Monitoring and evaluation of progress; provide support in the development of sectoral interventions to address underperformance; provision of policy analysis to Political Principals and Executives; Provision of inputs/drafts for Executive reporting; Monitoring and support initiatives undertaken to unblock problems to accelerate service delivery and implementation of the NDP chapter on social protection by key government departments, Public Entities, NGO’s and Local Government. Crafting five-year draft NDP implementation and monitoring plans and frameworks to track progress towards achieving the goals and objectives of the NDP; prepare quarterly and biannual analysis reports for Political Principals; conduct analysis and draft briefing notes, and memorandum on pertinent social protection issues; Develop a knowledge base on social protection innovations and best practices. Provide policy analysis and advisory services to Political Principals and Executives. Render effective and efficient management/supervision of Human Resources.

Ms T Masinge Tel No: (012) 312 0461

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

Human Resource Admin & Recruitment

www.dpme.gov.za

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 for full details can be obtained by following the 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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

CLOSING DATE: 03 May 2021 @ 16:30

POST: ASSISTANT EVALUATION SPECIALIST
REF NO: 012/2021
Chief Directorate: Evaluation

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate qualification (NQF 6) in Social/Economic Sciences/Research/Evaluation or equivalent with at least 5 years’ relevant experience of which 3 years’ experience must be in evaluation / research and 2 years’ experience must be at supervisory level. Must have a valid driver’s license. An NQF 7 qualification and/or specialist training courses and Knowledge of the National Evaluation System will serve as an added advantage. Knowledge and skills: The successful candidate should have good knowledge of qualitative & quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high-level staff in government. Should be credible in the academic research environment. Possess good understanding of government across the three spheres (National, Provincial and Local). Possess practical experience of undertaking several evaluations. Should have Project / Programme Management and financial management skills. Good interpersonal relations, planning & organising and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the possess the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

DUTIES: The successful incumbent will be responsible to support evaluations and the development of the evaluation system. This entails supporting Evaluation Directors through project management of specific evaluation assignments and undertaking research or analytical activities for evaluations, reviewing evaluation documents and monitoring improvement plans. Initiating and undertaking development work towards technical elements of the evaluation system. Presenting evaluation results and recommendations to provinces and reviewing evaluation concept notes. Render effective and efficient management/supervision of Human Resources.

ENQUIRIES: Mr J Mchunu Tel No: (012) 312-0462
APPLICATIONS: must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

FOR ATTENTION: Human Resource Admin & Recruitment
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 filing 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 shortlisted 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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

CLOSING DATE : 03 May 2021 @ 16:30 pm
POST 13/104 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 013/2021
Directorate: Internal Audit
SALARY : R376 596 per annum (Level 09) plus benefits.
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor’s Degree (NQF 07) in Internal Audit with a minimum of 5 years appropriate experience of which 3 years must be in an Audit environment and 2 years at supervisory level. Should possess the following knowledge and skills: knowledge of International Standards for Professional Practice of Internal Auditors; National Treasury Internal Audit Framework; PFMA and Treasury Regulations and Public Service Act and Regulations, high level of computer literacy and sound knowledge of the Microsoft Office suite. Personal Attributes: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.
DUTIES: The successful candidate will be responsible for providing an independent audit function to assist the DPME to accomplish its objectives by improving the effectiveness of risk management, control and governance processes. This entails drafting and development of an Audit Program to evaluate if controls are in place; initiating of audit assignments as approved on the annual Audit Plan and the initiation, performance and conclusion of audit execution work in line with the approved Audit Program. Drafting of findings Worksheets and Audit Reports; The supervision of Audit Team members by the allocating, leadership, guidance and monitoring of project tasks to the team and initiating of follow-up audits for Internal and External audits.

ENQUIRIES: Ms J Mchunu Tel No: (012) 312-0462
APPLICATIONS: must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.

FOR ATTENTION: Human Resource Admin & Recruitment
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. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

**CLOSING DATE** : 03 May 2021 @ 16:30 pm
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

CLOSING DATE: 04 May 2021

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

MANAGEMENT ECHELON

POST 13/105: DIRECTOR: ADVISORY SERVICES REF NO: DPSA 06/2021

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

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate, an appropriate undergraduate degree in Law at a minimum NQF level 7. A pre-entry certificate for SMS must be completed before an appointment can be considered. Admission as an attorney/advocate. Minimum of 5 years’ at a Middle/Senior Management level and relevant experience in a legal environment. Sound knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of litigation processes (e.g. dealing with claims for and against the Department) and processing of international agreements, service level agreements, Presidents Minutes and Proclamations. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES: Manage the provision of appropriate legal advice or opinions; scrutinise, draft and edit documents with legal implications as required; provide guidance on policy development and prescripts (policies, norms and standards, directives, circulars, frameworks and guidelines) for the department in line with the national policies/frameworks and the legislation administered by the Minister, as required. Manage the implementation of PAJA and PAIA which involves interventions
undertaken to advocate and implement PAJA and PAIA within the department, managing PAIA requests in accordance with relevant prescripts, managing reports in respect of PAIA timeously. Capacity building provided and or/contributions made to the development of capacity development programmes in the Department on PAJA and PAIA. Represent the Minister, Director-General and Department in Litigation matters. Ensure compliance with required processes and time frames for specific processes and the Litigation Protocol for Legal Services. Manage all the operations, systems and processes of the Directorate. Information, advice and support provided to internal stakeholders. Ensure all audit findings addressed by the approved due date. Ensure the Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

ENQUIRIES : Ms. Renisha Naidoo Tel No: (012) 336 1006
APPLICATIONS : advertisement06@dpsa.gov.za

POST 13/106 : DIRECTOR: LEGISLATION REF NO: DPSA 07/2021

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

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate, an appropriate undergraduate degree in Law at a minimum NQF level 7. A pre-entry certificate for SMS must be completed before an appointment can be considered. Admission as an attorney/advocate. Minimum of 5 years’ at a Middle/Senior Management level and relevant experience in a legal environment, including experience in legislative drafting and processing. Sound knowledge of the Constitution of the Republic of South Africa, Government’s legislative frameworks, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic priorities of Government and sound understanding of operations management. Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and Legislative processes. Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management. Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES : Manage legislative oversight and drafting/examining and analyses of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation), manage legal advice and support on legislative matters regarding public administration legislation all operations, systems and processes of the Directorate. All aspects (e.g. relevant documentation compiled) for the parliamentary legislative process and legal instruments associated with the promulgation and commencement of legislation facilitated and managed. Bills drafted as required, Inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister’s information. Drafting/examining and analyses of regulations relating to the public administration. Review legislation administered by the Minister for Public Service and Administration. Provide guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required. Ensure all audit findings addressed by the approved due date. Ensure the
Directorate budget completed and submitted by the stipulated due date. Ensure effective and efficient management of the budget achieved and maintained. Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as require or nominated. Manage the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

ENQUIRIES
APPLICATIONS

: Ms. Renisha Naidoo Tel No: (012) 336 1006
: advertisement07@dpsa.gov.za
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS
Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.

CLOSING DATE
03 May 2021 at 16h00. Applications received after the closing date will not be considered.

NOTE
Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed Z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development 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 (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest’s declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp

OTHER POSTS

POST 13/107
ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER
REF NO: ADMIN SUPP & CO

SALARY
R733 257 per annum

CENTRE
Pretoria

REQUIREMENTS
An appropriate undergraduate qualification (NQF level 7). Minimum of 3 years’ experience at management level. Broad knowledge and understanding of the functional areas covered by the Minister for Small Business Development’s portfolio and working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Good computer literacy skills (MS Packages).

DUTIES
Manage administrative and coordination activities within the office of the EA, inclusive of the life cycle of document management, compiling documentation as required by the EA, procurement and logistical support. Liaise with internal and external role players about matters relating to the Small Business Development portfolio, inclusive of briefing the Chief of Staff, liaising with senior managers and coordinating activities in the office of the EA. Render a Cabinet support service to the EA, inclusive of distribution of memoranda, documents, submissions and record keeping of decisions at Cabinet or executive council. Supervise employees which entails general supervision, control, providing advice and direction, formal disciplinary and training and development.

ENQUIRIES
Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

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NOTE: Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ADMIN SUPP & CO"

POST 13/108: ASSISTANT DIRECTOR: ENTREPRENEURSHIP PROGRAMME DESIGN REF NO: ENT PROG DESIGN

SALARY: R376 596 per annum
CENTRE: Pretoria
REQUIREMENTS:
- Minimum of 3 years’ experience at a Functional Specialist level in Entrepreneurship, Programme Design, Enterprise Development or related area.
- Good computer literacy skills (MS Packages), Advanced Management Development Programme. Driver’s license would be an added advantage.
- Possess skills in Standard Problem-Solving Skills, Standard Planning and Organising Skills, Advanced Analytical Thinking, Standard Interpersonal skills, Advanced Client orientation and customer focus, Advanced Stakeholder relations, Standard Service delivery and innovation, Basic Networking.

DUTIES:
- Conduct research aimed at identifying best practices for programmes, instruments and projects that support innovation and technology development. Conduct comparison studies between the available tools on entrepreneurship and innovation development to assist in selecting the best fit for the South African ecosystem. Analyse and / or review programme designs models, programmes, instruments, and guidelines for the implementation of entrepreneurship and innovation programmes. Develop guidelines for the implementation of new models, programmes and mechanisms. Package and popularise transfer of models and coordinate the piloting of new and improved entrepreneurship and innovation programmes. Conduct monitoring inspections and write inspection reports on the implementation of entrepreneurship and innovation programmes. Communication with internal external and colleagues, Draft general (basic to complex) correspondence such as response letters email status reports presentations memos and submissions. Give advice on procedural and technical related matters in respect of policies procedures and strategies to ensure compliance.

ENQUIRIES:
- Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

NOTE: Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ENT PROG DESIGN"

POST 13/109: CHIEF ACCOUNTING CLERK REF NO: FIN CAC

SALARY: R257 508 per annum
CENTRE: Pretoria
REQUIREMENTS:
- A National Diploma or Bachelor’s Degree (NQF6/7) in Financial Management, or relevant field. A minimum of 3 years’ experience in Financial Accounting. 3 years working knowledge of transversal systems applicable to the Public Service. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, PFMA, Financial Manual). Must be Computer Literate and possess certificates of training in MS Office packages. Certificates of training completed for PERSAL and BAS systems. An additional advantage would be given to candidates who are in possession of a relevant qualification on NQF level 8 or above and who are advanced in excel. Candidate must possess skills in planning, organising, problem solving, interpersonal, team player, basic numeracy, and accuracy.

DUTIES:
- Supervise and render financial accounting transactions. Receive, verify, and allocate invoices to subordinates for processing. Verify and approve the captured invoices. Supervise the filing of all documents and the collection of cash. Supervise and perform bookkeeping support services. Verify all financial transactions captured and clear transactions on suspense accounts. Record debtors and creditors. Verify and process electronic banking transactions. Verify the compiled journals. Compile monthly reports. Communicate with staff, service providers and all relevant stakeholders. Draft general correspondence such as
response letters, emails, status reports, formal presentations, and submissions. Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance.

ENQUIRIES:
The Recruitment Office Tel No: 012 394 1440 / 5286 / 3097

NOTE:
Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. “REF NO: FIN CAC”
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS: Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street. In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.

FOR ATTENTION: Ms E Steenkamp

CLOSING DATE: 03 May 2021

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable however from 1 January 2021, a new application for employment (Z83) form will be effective. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser for and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.
MANAGEMENT ECHELON

POST 13/110 : DEPUTY DIRECTOR-GENERAL: STRATEGY AND ORGANISATIONAL TRANSFORMATION REF NO: F1/A/2021
Branch: Strategy and Organisational Transformation

SALARY : R1 521 591 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

CENTRE REQUIREMENTS : HSRC Building, Pretoria


DUTIES : Facilitate performance monitoring and evaluation of the implementation of policies and programmes. Manage the provision of risk management and anti-corruption programmes. Manage and coordinate strategic management and organisational development processes. Coordinate the provision of oversight and institutional support services. Manage the implementation of gender mainstreaming and diversity management programmes. Conduct research and facilitate the formulation and implementation of social policies. Manage the coordination, implementation, monitoring and reporting on outcome 13. Manage the implementation of risk management and anti-corruption programmes.

ENQUIRIES : Mr D Chinappan Tel No: (012) 312-7504

NOTE : In terms of the Department’s employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

POST 13/111 : DEPUTY DIRECTOR-GENERAL: WELFARE SERVICES (REF NO: F1/B/2021)
Branch: Welfare Services

SALARY : R1 521 591 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

CENTRE REQUIREMENTS : HSRC Building, Pretoria

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA PLUS a minimum of 8 to 10 years’ experience at senior management level. Knowledge of i) relevant Public Service legislation; ii) Children’s legislation on regional and international instruments; iii) Children’s Act and other legislation that have an impact on children’s issues; iv) field of children and families; v) acts governing the implementation of social development services and programmes; and vi) relevant policies and strategies relating to older persons. Knowledge and understanding of i) Probation Act; ii) Probation and Diversion programmes; iii) Child Justice Act; iv) Domestic Violence Act; v) prevention programmes; and vi) social development, children and families. Competencies needed: Strategic capability and leadership.

**DUTIES**

Oversee the management of monitoring and evaluation of inter-sectoral and inter-departmental compliance and reporting on the implementation of international, regional and national obligations. Oversee the implementation of early childhood development services. Oversee the development and implementation of prevention, early intervention, statutory, reunification and after care services through child protection policies, programmes, guidelines and services. Oversee and give strategic direction on the promotion of Child Rights and advocacy programmes. Oversee and monitor the implementation of policies, legislation and strategies in respect of national and international adoptions and International Social Services (ISS). Oversee the provision of social capability management and services to older persons. Oversee and give strategic direction on the implementation of programmes.

**ENQUIRIES**

Mr D Chinappan Tel No: (012) 312-7504

**NOTE**

In terms of the Department’s employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 13/112**

**MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO: F1/C/2021**

Directorate: Integrated Anti-Substance Abuse Programmes

**SALARY**

R794 889 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules.

**CENTRE**

HSRC Building, Pretoria

**REQUIREMENTS**

Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years’ appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in the secretariat environment and the field of substance abuse. Knowledge of the relevant public service legislation. Knowledge of legislative framework and policies and National Drug Master Plan. Competencies needed: Ability to compile complex reports (Quarterly and Annual Reports), Project management skills, Planning and organising skills, Networking skills, Communication (verbal and written) skills, Financial management skills, Presentation skills, Monitoring and evaluation skills, People management skills. Attributes: Good interpersonal relation, Ability to work under pressure, Innovative and creative, Independent thinker, Quality assurance, Ability to work in a team and independently, Cultural sensitivity, Adaptability, Confidentiality, Cost consciousness, Honesty and Integrity.

**DUTIES**

Facilitate the implementation of the National Drug Master Plan NDMP by stakeholders (Monitor the implementation of the NDMP, International Treaties and Programmes, Conduct research and/or evaluate the extent, nature and patterns of substance abuse in the country, Provide technical support, e.g. rendering of the secretarial function to the Central Drug Authority (CDA), Compile Annual and Quarterly reports, Provide administrative and secretarial support to Central Drug Authority Secretariat, Co-ordinate and manage research activities related to the Central Drug Authority to inform programme development and implementation, This would, inter alia, entail the following: Study of journals and publications to ensure that cognisance is taken of new developments, Monitor and study the social services legal and policy framework continuously, Undertake complex research, Liaise/attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the relevant field and to provide
inputs, where required, into the work of such departments and other organisations. Engage in continuous professional development activities as prescribed. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Plan and ensure that research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES: Mr M Kalaeamodimo Tel No: (012) 312-7448
NOTE: In terms of the Chief Directorate: Social Crime Prevention and Anti-Substance Abuse's employment equity targets, African, Coloured, Indian and White males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

POST 13/113: ASSISTANT DIRECTOR: PLANNING AND PERFORMANCE MONITORING REF NO: F1/D/2021
Directorate: Population Policy and Strategy Monitoring and Evaluation

SALARY: R470 040 per annum
CENTRE: HSRC Building, Pretoria
REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma or equivalent qualification with Sociology, Public Administration, Political Science or Population Studies as major subject PLUS credible experience in the population and development environment. Knowledge of population dynamics and population policy matters. Competencies needed: Project planning skills. Strategic and operational skills. Well-developed communication (written, verbal and liaison) skills. Project management skills. Monitoring and evaluation skills. Planning and organising skills. Computer literacy. Attributes: Ability to work under pressure.

DUTIES: Render expert/professional support during the production of the annual progress reports on the implementation of the South Africa's Population Policy. Facilitate regular surveys in the government sector to collect information for the compilation of annual reports on Population Policy implementation. Facilitate business and project planning in and by the Chief Directorate, and monitor and report on progress therewith. Render technical guidance/support to government departments and provincial population units to integrate the Population Policy in policies, strategies and development planning.

ENQUIRIES: Ms W Adams Tel No: (012) 312-7950/074 506 9744
NOTE: In terms of the Chief Directorate: Population and Development's employment equity targets, African and Coloured males and Coloured females as well as persons with disabilities are encouraged to apply.

POST 13/114: GRAPHIC DESIGN SPECIALIST REF NO: F1/E/2021
(12 months contract)
Directorate: Chief Directorate: Communications

SALARY: R376 596 per annum
CENTRE: HSRC Building, Pretoria

DUTIES: Design and layout corporate communication materials for the Department. Design and layout of Departmental publications. File and archive promotional materials and artwork production. Draft and advise on specifications for service providers for printing and other related services as required, and monitor and assess the compliance thereof.

ENQUIRIES: Ms N Lentsoane Tel No: (012) 312-7475
ANNEXURE N

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: Application forms may also be e-mailed to ONLY ONE of the e-mail addresses below: WilliamsMarcia@saps.gov.za; MabasaLovey@saps.gov.za; MakondoM@saps.gov.za. No further e-mail correspondence will be entertained after submission of application. Hand delivered applications may only be submitted at Koedoe Building, 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade, Pretoria. Applications must be deposited into the box available at the reception area. Applications can also be forwarded by post to be addressed to; The Section Head: Support Services,(Attention: Lt Col M Williams/Captain LV Mabasa and PO M Makondo), Division: Human Resource Management, South African Police Service, Private Bag X 94, Pretoria, 0001

CLOSING DATE: 03 May 2021 at 16:00.

NOTE: 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 be submitted and attached to the application form. Certified copies of documentation will be obtained during the course of the selection process. Qualifications and drivers licenses submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late application will not be 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 36 of 2005). A candidate whose particulars appear in the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination index of the National Forensic DNA database. 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. Applications must be mailed timeously. Late applications will not be accepted or considered.

OTHER POST

POST 13/115 : SECRETARY REF NO: HRM 01/02/2021
Section: Psychological Service
Component: Employee Health and Wellness
Division: Human Resource Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
**REQUIREMENTS**

- Applicants must display competency in the post-specific core functions of the post;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational)
- Be proficient in at least two official languages, of which one must be English;
- Must be a SA citizen. Must have no previous convictions or cases pending;
- Applicants will be subjected to a vetting process which will include security screening and fingerprints verification, Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

**DUTIES**

- To perform secretarial and coordinated office activities to the Section Head: Psychological Services;
- Perform professional secretarial functions to support the Section Head: Psychological Services;
- Plan and organise meetings/ workshops for the Section head: Psychological Services;
- Perform administrative support duties for the Section Head: Psychological Services.

**ENQUIRIES**

- can be directed to Lieutenant Colonel M Williams /Captain LV Mabasa and PO M Makondo Tel No: 012 393 5070/ 5062/5076
STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

APPLICATIONS: All applications must be submitted online on the following link: www.statssa.gov.za/recruitment

CLOSING DATE: 07 May 2021

NOTE: Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be uploaded on the system. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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 shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 13/116: CHIEF DIRECTOR: FREE STATE REF NO: 01/04/21FS
(This is a Re-Advertisement)

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

CENTRE: Free State

REQUIREMENTS: A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years’ relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver’s license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).
**DUTIES**

Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices. Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards. Oversee marketing and promotion of statistical products and services, and provision of user information services. Dissemination of Stats SA products and services. Promote the development and establishment of the National Statistical System (NSS) at provincial and local level. Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

**ENQUIRIES**

N Jones Tel No: 012 3104880 www.statssa.gov.za/recruitment

**POST 13/117**

DIRECTOR: ENVIRONMENTAL STATISTICS ASSESSMENT (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 02/04/21HO

**SALARY**

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

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Geography, GIS, Economics or Econometrics. At least six years proven experience in the statistical production processes and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve. Extensive experience in official and national statistics. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Knowledge of SAS or any other statistical packages. A valid driver’s license.

**DUTIES**

Manage data quality assessment for environmental surveys/statistics. Ensure rollout of data quality assessment from the environmental data assessment for all stakeholders. Ensure development of training materials. Ensure development and review of environmental assessment data quality instruments and tools. Manage staff, budget and other resources. Ensure development of operational plans, policies and procedures within the directorate

**ENQUIRIES**

Mr N Jones Tel No: (012) 310-4880. www.statssa.gov.za/recruitment

**POST 13/118**

DIRECTOR: COUNTRY REPORTING (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 03/04/21HO

**SALARY**

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

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Economics and or Econometrics. At least six years proven experience in the statistical production processes, data collection, survey methodology and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve. Extensive experience in official and national statistics. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Knowledge of SAS or any other statistical packages. A valid driver’s license.

**DUTIES**

Ensure establishment of governance structures for statistical reporting. Ensure coordination of statistical reporting at national, regional and international level. Engage with internal and external stakeholders. Ensure development and reviewing country reporting strategies, policies, systems and methodology for the directorate. Manage staff, budget and other resources.

**ENQUIRIES**

Mr N Jones Tel No: (012) 310-4880. www.statssa.gov.za/recruitment

**POST 13/119**

DIRECTOR: INDICATOR DEVELOPMENT (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 04/04/21HO

**SALARY**

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

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Population Studies, Economics and or Econometrics. At least six years proven experience in the statistical production processes, data collection, survey methodology and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and

**DUTIES**: Provide technical support and guidance to sector departments on development of statistical indicators. Ensure development and review of data frameworks for statistical reporting. Provide data producers with updated statistical requirements. Ensure development and reviewing country reporting strategies, policies, systems and methodology for the directorate. Manage staff, budget and other resources.

**ENQUIRIES**: Mr N Jones Tel No: (012) 310-4880. www.statssa.gov.za/recruitment

**POST 13/120**: DIRECTOR: SOCIAL STATISTICS ASSESSMENT (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 05/04/21HO

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

**CENTRE**: Head Office, Pretoria

**REQUIREMENTS**: A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Population Studies or related field. At least six years proven experience in the statistical production processes, data collection and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve. Extensive experience in official and national statistics. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Knowledge of SAS or any other statistical packages. A valid driver’s license.

**DUTIES**: Manage data quality assessment for social survey series. Ensure rollout of data quality assessment from the social data assessment for all stakeholders. Ensure development of training materials. Ensure development and review of social assessment data quality instruments and tools. Manage staff, budget and other resources. Ensure development of operational plans, policies and procedures within the directorate.

**ENQUIRIES**: Mr N Jones Tel No: (012) 310-4880. www.statssa.gov.za/recruitment
DEPARTMENT OF TRADITIONAL AFFAIRS

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

APPLICATIONS may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail DTARecruitment@cogta.gov.za.

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 03 May 2021

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

OTHER POSTS

POST 13/121: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2021/08

(12 months contract)

SALARY: R733 257 per annum, All-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification in Internal Auditing plus 3-5 years’ experience in an Internal Auditing environment. Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational/Regulatory, Financial and performance audits, Knowledge of Risk management, IIA auditing standards & practices, The Public Finance Management Act, Corporate governance, Development of audit plans, policies and strategies.

DUTIES: The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, perform ad-hoc audits/investigations as per management request, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Evaluate and implement the systems of control and risk management process.
ENQUIRIES : Mr JJ Appel Tel No: (012) 334 4974

POST 13/122 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2021/09
(12 months Contract)

SALARY : R376 596 per annum (Level 09), All-inclusive remuneration package plus 37% in lieu of benefits.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in Internal Auditing plus 3-5 years’ experience in an Internal Auditing environment. Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Perform Operational/regulatory, financial and performance audits, Knowledge of risk management, IIA standards and auditing practices, the Public Finance Management Act, development of audit plans and policies.

DUTIES : The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards and in line with the audit methodology, draft and discuss the audit findings with the supervisor and management, follow-up on internal audits recommended for management actions.

ENQUIRIES : Mr JJ Appel Tel No: (012) 334-4974
PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION

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

APPLICATIONS: Forward your application, stating the relevant reference number to: Superintendent-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha.

FOR ATTENTION: Ms NP Sipahlanga

CLOSING DATE: 03 May 2021 @ 13h00

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 13/123: DEPUTY DIRECTOR-GENERAL: FINANCIAL MANAGEMENT/CHIEF FINANCIAL OFFICER REF NO: ECDOE DDG-CFO 01/04/2021

SALARY: R1 521 591 per annum (Level 15). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: A Senior Certificate, NQF 8 degree in Accounting, Financial Management or Auditing as recognized by SAQA in any of the aforementioned areas or Management Sciences. 8 to 10 years’ relevant experience in the Financial Management domain at Senior Management Level. Pre-entry SMS certificate as directed by DPSA. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Project Management Methodologies (Prince 2 or others). Valid Code 08 Drivers’ License (except disabled applicants). Note: Registration as a Chartered Accountant (SA) or with a relevant professional body will be advantageous. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Technical Competencies: PFMA legislative and SCM regulatory framework. Departmental policies and procedures, Annual financial statements, Performance report, Business and project financial planning, MTEF budgeting process. Candidates must submit with their comprehensive CVs any Project that they have
initiated, implemented and executed to its logical conclusion, where beneficiation of clients/public is clearly demonstrated through apt Financial Management.

DUTIES: Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments and delegations. Support the head of department and executive managers with the development of the Strategic Plan and annual performance plans. Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Finance Management Act, 1999 and the Treasury Regulations. Strategically direct processes to ensure that the all departmental accounting systems and practices are compliant with GRAP and GAAP and audit standards. Account for the effective, efficient and economical performance of the departmental financial and supply chain management systems. Manage and account for the development and implementation of the Department’s Budget and Annual Procurement Plan inclusive of managing the monitoring/evaluation thereof and reporting thereon. Manage processes to ensure the strengthening of the internal control environment. Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services. Manage the development of the Branch’s Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment. Provide technical advice to the head of department pertaining to strategic, financial and physical resource matters. Liaise on behalf of the accounting officer with the National and Provincial Treasuries. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development financial and supply chain practitioners.

ENQUIRIES: Mr. Q Luthuli Tel No: (040) 608 4298
NOTE: There is already male representation at this SLMC level; this post is therefore reserved for designated groups: woman, youth and the disabled.

PROVINCIAL TREASURY
The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. For SMS posts Females and disabled persons are encouraged to apply and will be given preference. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: be forwarded to applications@ectreasury.gov.za / Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Tyamzashe Building, Bhisho.

FOR ATTENTION: Ms Bonelwa Ndayi
CLOSING DATE: 03 May 2021

OTHER POST
POST 13/124: DEPUTY DIRECTOR: FORENSIC AUDITING REF NO: PT 01/04/2021
Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

SALARY: R733 257 per annum (Level 11), An all-inclusive remuneration
CENTRE: Head Office
REQUIREMENTS: National Senior Certificate, A Three Year Degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Accounting / Financial Management / Criminal law / Investigation. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner (FP) SA. Minimum of 5 years’ experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting/ law or investigation Association or Professional Body.

DUTIES: Render support to the forensic audit strategy of departments: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide forensic support and capacity building to provincial government institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate
and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render support in ensuring compliance to regulatory frameworks within the province: Assist the director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor departments forensic capacity if available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded. Manage Area Of Responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

**ENQUIRIES**  
B Ndayi Tel No: 040 1010 072/71

**DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY**

*The Department of Transport: GFMS Trading Entity in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**  
Applicants should apply online through E-recruitment system, using the following link: https://erecruitment.ecotp.gov.za/.

**CLOSING DATE**  
03 May 2021

**NOTE**  
Applications must be submitted on the Z83 Form obtainable from any Public Service Department or internet at http://www.info.gov.za/documents/forms/employ.pdf. Z83 which must be signed (an unsigned Z83 form will disqualify an application) and must be accompanied by a comprehensive CV indicating three reference person’s Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (certified within the past six months) of Qualification(s), Matric certificate, proof of Professional Registration & Driver’s license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. Note: Failure to submit these copies will result in the application not being considered. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which will include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the recruiting department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. The People with disabilities are encouraged to apply for these posts.

**OTHER POSTS**

**POST 13/125**  
DEPUTY DIRECTOR: STRATEGY AND RISK MANAGEMENT REF NO: DOT 12/04/2021

**SALARY**  
R733 257 per annum (Level 11)

**CENTRE**  
East London

**REQUIREMENTS**  
National Senior Certificate (NQF Level 4) National Diploma (NQF Level 6)/ Preferably B Degree (NQF Level 7) in Business Management/ Public Management
with three years’ experience at an Assistant Director/ Junior Management Level in
the following areas: Strategy Development and Planning, Performance Monitoring
and Evaluation and Risk Management. Competencies: Good communication
Computer Literacy. Strategic Capabilities. Creative Thinking. Team Player.
Technical Proficiency. Ability to co-ordinate cross functional and multi-

DUTIES
: Development of Annual Performance Plans and Operational Plans. Develop
systems and interventions to promote a culture of performance and reporting within
the entity. Manage the quarterly performance reporting process. Coordinate the
executive management group engagements. Management and coordinate risk
management within the organization. Coordinate organizational policy review.
Assist in preparing reports to the Governance Structure/s and Oversight Bodies.

ENQUIRIES
: Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

POST 13/126
: WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT
REF NO: DOT 01/04/2021
(One Year Contract)

SALARY
: R376 596 per annum (Level 09) plus 37% in lieu of benefits
CENTRE
: Port Elizabeth
REQUIREMENTS
: National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in
Logistics/ Commerce / Public Administration/ Public Management/Engineering
with 3 years’ relevant working experience at supervisory level or SL 7/8 of which
one (1) year must be in logistics in a fleet environment. A valid code 08 driving
license is essential. Competencies: Good communication skills. Team player *Self-

DUTIES
: Responsible for overall running of the Depot / Warehouse. Manage the receipt of
vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles).
Manage the installation of accessories as per specification with the various
accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens,
lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles
to the different users. Vehicle stock reconciliation and reporting. Manage the
vehicle post delivery services and key management of all vehicles. Manage the
allocated resources. Manage provisioning of facilities and Security Services. Liaise
with service providers.

ENQUIRIES
: Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

POST 13/127
: ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE REF NO: DOT
02/04/2021

SALARY
: R304 263 per annum (OSD)
CENTRE
: Joe Gqabi (Alwal North)
REQUIREMENTS
: Trade Test certificate in Motor Mechanical with 2 years’ experience in a technical
workshop environment. Valid code 08 driving license is essential. Competencies:

DUTIES
: Managing GFMS Supplier- Merchants (authentication of supplier/merchant
services). Administer Maintenance process (Provide specialist and technical
design and advisory services). Administer Insurance processes.

ENQUIRIES
: Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

POST 13/128
: STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOT 03/04/2021
This is a re-advertisement, those who applied may re- apply

SALARY
: R257 508 per annum (Level 07)
CENTRE
: East London
REQUIREMENTS
: National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in
Finance/ Auditing majoring in Accounting plus at least 2 years’ experience in
finance, in an accrual environment. Knowledge of the financial system in an
accrual environment is essential. A valid Code 08 Driving license is essential.
Applicants must attach academic transcripts. A valid Code 08 Driving license is
essential. Competencies: Creative Thinking, Decision Making, Problem Solving, Team Player, Technical Proficiency. Practical knowledge of Accounting Standards.

**DUTIES**: Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manage maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicles tracker and PPE etc.). Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration.

**ENQUIRIES**: Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

**POST 13/129**: STATE ACCOUNTANT: BILLING AND DEBT MANAGEMENT REF NO: DOT 04/04/2021 (X3 POSTS)

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

**CENTRE**: East London

**REQUIREMENTS**: National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in Finance/ Auditing majoring in Accounting plus at least 2 years’ experience in finance, in an accrual environment. Knowledge of a financial system in an accrual environment is essential. A valid Code 08 Driving license is essential. Applicants must attach academic transcripts. Competencies: Creative Thinking, Decision Making, Problem Solving, Team Player, Technical Proficiency.

**DUTIES**: Collecting and analysing data submitted for billing of client departments. Preparation of billing schedules and invoices to clients. Allocation of receipts from clients. Processing of customer invoices on financial system. Analysing monthly revenue and debtors general ledger accounts. Preparation of revenue and debtors reconciliations. Preparation and submission of monthly debtors age analysis. Preparation and processing of journals relating to Accounts receivables and revenue. Preparation of financial reports relating to revenue and debtors accounts.

**ENQUIRIES**: Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

**POST 13/130**: ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DOT 06/04/2021

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

**CENTRE**: East London

**REQUIREMENTS**: National Senior Certificate (NQF Level 4), National Diploma (NQF 6) in Supply Chain Management/ Logistics Management/ Public Administration/ Finance with 2 years’ relevant experience in Supply Chain Management. Knowledge of Supply Chain functions and legislation governing the sector is essential. A valid Code 08 Driver’s license is essential. Knowledge and understanding of PASTEL system will be an added advantage. Competencies: Job Knowledge, Communication, Internal relations. Attention to detail, Problem solving and decision making skills. Client Orientation and Customer care. Good Communication skills both verbal and written. Accountability and Ethical Conduct. Flexibility, ability to work under pressure and as a team.

**DUTIES**: Compliance with all Supply Chain Management legislation, policies and procedures. Perform Demand Management Functions: Co-ordinate development of procurement plans by end users, monitor implementation and report. Facilitate Bid Specification meetings, and perform bid administration duties, implement supplier rotation, source suppliers from the Central Supplier Database, publish bid adverts on the tender bulletin and tender ePortal. Perform contract administration: Maintain all SCM lease and related registers. Keep record of all signed contracts. Monitor contract expiry. Perform Acquisition Management Functions: perform bid administration duties, perform quality assurance on requisitions before generating orders. Generate purchase orders. Reconcile purchase orders issued with invoices received. Submit invoices and purchase orders to finance for payment. People Management: Service internal and external stakeholders. Supervise Staff key performance standards and develop actions to improve and achieve section objectives. Reporting: Submit monthly reports to management. Compile and maintain commitment register, Implement SCM audit plan, prepare submission of audit information requested, ensure deadlines are met.

**ENQUIRIES**: Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
| POST 13/131 | **SECRETARY: OFFICE OF HEAD OF ENTITY REF NO: DOT 07/04/2021**  
(One Year Contract) |
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05), plus 37 % in lieu of benefits</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>East London</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>National Senior Certificate (NQF Level 4), One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. Competencies: Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning &amp; Organising. A valid Code 08 driving license is essential.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to EXCO and management structures and track resolutions. Maintain entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget. Respond to queries in person, via telephone or email. Develop and implement office procedures. Main general company record systems to uphold accurate files. Compose letters, memos, and emails. Screen documents, book meeting rooms, set up conference calls and take messages, perform administration tasks including filing and photocopying.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319</td>
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<thead>
<tr>
<th>POST 13/132</th>
<th><strong>SECRETARY: FINANCIAL MANAGEMENT: REF NO: DOT 08/04/2021</strong></th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>East London</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>National Senior Certificate/ (NQF Level 4), One (1) year experience in supporting in a Finance environment will be an added advantage. Competencies: Creative Thinking, Problem Solving, Team Player. Ability to work with minimal supervision, take initiative.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Provide administrative support service to the financial management office. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to Finance management meetings and other finance meetings and receptionist support service to the Senior Manager’s office Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage submission of information to internal and external auditors.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319</td>
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<tr>
<th>POST 13/133</th>
<th><strong>ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF NO: DOT 09/04/2021 (X3 POSTS)</strong></th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>East London</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Manage the post delivery services and key management of all vehicles. Maintain GFMS Fleet Register. Perform messenger duties and any other duties assigned.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319</td>
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</tbody>
</table>
POST 13/134: RECEPTIONIST/ADMIN CLERK: CLIENT RELATIONS MANAGEMENT REF NO: DOT 10/04/2021

SALARY: R173 703 per annum (Level 05)
CENTRE: East London
REQUIREMENTS: National Senior Certificate (NQF Level 4). One (1) relevant experience in a client relations or receptionist environment will be an added advantage. Valid Code 08 driver’s license is essential. Competencies: Good telephone etiquette, Good verbal and written communication, Resolving Conflict, good listening skills, Multi-tasking, Customer Service, Promoting Process Improvement, Problem Solving, Thoroughness, Quality Focus and Computer Literacy.

DUTIES: Provide information to clients and stakeholders by verifying understanding of request; answering questions; offering assistance. Coordinate and manage all incoming and outgoing correspondence. Initiates services by recording requests; forwarding to relevant internal unit and doing follow ups. Receiving, recording and distributing of invoices to the client relations members. Ensure the smooth day to day running of the client relations unit. Administrative support function to members of the Client Relations Team. Provide receptionist services to GFMS.

ENQUIRIES: Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
NOTE: Shortlisted candidates will be subjected to competency assessment.

POST 13/135: DRIVER/ MESSENGER: FLEET RISK AND LOGISTICS MANAGEMENT REF NO: DOT 11/04/2021 (One Year Contract)

SALARY: R122 595 per annum (Level 03) plus 37% in lieu of benefits
CENTRE: East London
REQUIREMENTS: ABET level 4 or NQF level 1 to 3. Valid Code 10 Driving license with valid PDP. 2 years driving experience of which one year should be of administration experience. Competencies: Good verbal skills. Basic reading and written skills. Conflict resolution. Self-Management. Interpersonal Relations. Multi-tasking and time management skills with the ability of prioritising tasks.

DUTIES: Providing driving services for the entire organization. Provide general administrative support services.

ENQUIRIES: Mrs P. Mbewu at Tel No: 043-731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: For the Department OF Cooperative Governance and Traditional Affairs to be submitted to: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the OR Tambo Building, St Andrew Street, Bloemfontein. Please quote the reference number on your application.

CLOSING DATE: 03 May 2021

NOTE: Directions to applicants Applications must be submitted on the new Z 83 forms, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the new Z83 forms properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Additional to the said, all academic qualifications except the short courses of the short-listed candidates, will be sent to SAQA for verification. Shortlisted candidate will have to undertake Vetting as well as Suitability Placement processes and they will be subjected to social media checks so as to determine their employability. The candidates will have to disclose to disclose her/his financial interest. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 13/136: CHIEF DIRECTOR: MUNICIPAL PLANNING AND DEVELOPMENT REF NO: COGTA 02/2021

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

CENTRE: Bloemfontein

REQUIREMENTS: An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a senior managerial level. Recommendations: 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. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.

DUTIES: It will be expected from the suitable candidate to strategically plan, direct, coordinate, manage and oversee the effective and efficient rendering of the following services, including overseeing the development and successful implementation of
related policies and implementation of strategies. eg municipal planning and development, LED/IDP, Spatial Planning and Development, Free Basic Services, MIG Monitoring and MIG Technical Services. Render advice to the DDG, HoD and the Executing Authority as well as all the clients and/or various stakeholders of the Department on matters related to the above. Ensure the development of the Directorate 5 year Strategic Plan, 3 Year Annual Performance Plan in line with the priorities as set out in the Free State Growth and Development Strategy and the Provincial Outcome-Bases Plan and monitor the performance of the directorate against its strategic objectives and the Provincial Programme of Action, including implementing Represent the Department and participate in various committees for a within and outside to represent the department in various committees and or structures within and outside the department on matters related to the above, and perform all functions and responsibilities in the following capacity/ies as appointed by the DDG eg Executive Management Committee, Senior Management Committee, Departmental PDMS Moderating Committee, Shared Audit Committee and Risk Management Committee. Plan, coordinate and manage all activities of as well as the resources attached to the Directorate, which includes the following i.e Management of all records, including the flow of documentation within the Directorate. Management of the Budget of the Directorate. Management of the Non-Financial Performance of the Directorate. Identification and Mitigation of Risks impacting negatively on the performance of the Directorate. Management of Human Resources including development of JD and assessing performance of employees.

ENQUIRIES: Mr. SJ Thomas Tel No: 051 407 6768
POST 13/137: DIRECTOR: MUNICIPAL INTEGRATED PLANNING AND LOCAL ECONOMIC DEVELOPMENT REF NO: COGTA 03/2021

SALARY: R1 057 326 per annum (Level 13), All inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a middle/managerial level. Recommendations: 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. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.

DUTIES: It will be expected from the suitable candidate to evolve effective municipal planning systems and establish viable local economies by performing the following functions: Develop an integrated development planning framework for municipalities aligned to the Free State Growth and Development Strategy and Provincial Spatial Framework. Manage the development of an integrated system of development planning across government. Oversee effective implementation of LED policy framework within municipalities. Develop and implement a support programme on IDPs and LED. Review the impact of IDPs on coordinated, integrated and effective service delivery. Assess reviewed / comprehensive municipal IDPs and provide timely feedback to municipalities to ensure corrective action. Co-ordinate inter-departmental participation in the implementation of IDPs and LED. Convene and provide a secretariat service to the Inter Departmental IDP Assessment and Review Committee. Manage economic research, statistical modelling and analysis for LED and IDPs. Participate in the development of the Department's 5-year Strategic Plan, 3-Year Performance Plan and Annual Business Plan in line with the priorities as set out in the Free State Growth and Development Strategy and plan, manage and co-ordinate all resources within the
Directorate towards achieving said strategic objectives, including sensitizing the responsible Chief Director and Deputy Director-General timeously on problem areas and implementing remedial steps where and when necessary towards improving service delivery. Render advice and report monthly, quarterly and annually on matters related to the above, represent the Department and participate in various committees / fora on any such matter(s). Manage, plan and co-ordinate all resources in the Directorate in line with departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, etc.

ENQUIRIES: Mr. SJ Thomas Tel No: 051 407 6768

POST 13/138: DIRECTOR: HUMAN RESOURCES MANAGEMENT AND ORGANISATIONAL DEVELOPMENT REF NO: COGTA 04/2021

SALARY: R1 057 326 per annum (Level 13), All inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS: Bloemfontein

An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a middle/managerial level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise. Recommendations: 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. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.

DUTIES: Strategic plan, guide, co-ordinate and manage the development and successful implementation of the following departmental policies and strategies as well as services in the Department in line with national and provincial frameworks. Human Resources Management and Labour Relations, including records management, Human Resources Development, Service Delivery Improvement and Customer Care, Employee Assistance Programme, Special Programmes related to HIV/AIDS, Disability, Youth and Gender, Organizational development such as interventions, employee morale related matters, etc. Occupational Health and Safety, Learning and Knowledge Management. Advice the Executing Authority, the Head of Department, Senior Managers and other officials in the Department on matters related to the above. Represent the Department and participate in the following national and provincial committees and fora on matter related to the above. MPAT KPA Manager for KPA3, Member of the Provincial HR Directors Forum, Member of the PILLAR Steering Committee, Member of the Departmental JE Quality Assurance Committee, Member of the Departmental SMS Management Committee, HR Advisor to the Departmental PDMS Moderating Committee, Chairperson of the Programme 1 PDMS Quality Assurance Committee, Member of the Internal Audit Steering Committee, Member of the Departmental Annual Report Committee and plan, manage and coordinate all resources attached to the Directorate and Plan, manage and coordinate all resources attached to the Directorate.

ENQUIRIES: Mr LS Mokoena Tel No: 051 403 3646

POST 13/139: DIRECTOR: DEPARTMENTAL PLANNING AND PERFORMANCE MANAGEMENT REF NO: 05/2021

SALARY: R1 057 326 per annum (Level 13), All inclusive package. The remuneration package consists of the basic salary, the Government's contribution to the
Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS:

An undergraduate qualification (NQF7) as recognized by SAQA and 5 years of experience at a middle/managerial level. Recommendation: 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. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Please note that no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Candidates are expected to undergo a Compulsory Competency Assessment and Technical exercise.

DUTIES:

Develop and ensure the successful implementation of the following departmental policies and procedures in line with national and provincial policy frameworks/strategies. Facilitate, prepare and advice on the development and successful implementation of the following in the Department. Monitor the non-financial performance of the Department in respect of the following and submit and present it to various stakeholders in the required formats/templates/systems. Perform all responsibilities as MPAT Coordinator of the Department including the following. Manage job evaluation in the Department. Ensure the successful implementation of the Performance and Development Management System in the Department and advice the HOD and the MEC on matters related thereto. Improve the understanding and knowledge of staff through formal training, information sessions and/or personal interactions and chair and/or represent the Department in various committees and/or fora on matters related to the above. Represent the Department in various committees and/or structures within and outside the Department on matters related to the above, and perform all functions and responsibilities in the following capacity as appointed by the HoD. Plan, coordinate and manage all activities of as well as the resources attached to the Directorate.

ENQUERIES:

Mr Mokoena LS Tel No: 051 403 3646

DEPARTMENT OF TREASURY

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

APPLICATIONS:

Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.

FOR ATTENTION: Mr. I B Pheello Tel No: (051) 405 5069

CLOSING DATE: 07 May 2021

NOTE: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (A transcript of results must be attached or subjects should be mentioned in CV), driver's license, if required, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: https://www.thensg.gov.za. Candidates will also be subjected to a competency assessment as well as a practical test. Qualification certificates
must not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON

POST 13/140 : DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT: 006/21

SALARY : R1 057 326 per annum (Level 13), An all-inclusive salary package. (This all – inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor’s Degree/Advanced Diploma in Economics with specialization in Econometrics/ Statistics or Applied Economic Modelling. A minimum of five years’ experience in a managerial position of which at least three years should have been in an economic environment. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act and Regulations, Econometrics, Public Finance and Development, Macro and Labour Economics. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver’s license.

DUTIES : Periodic analysis and update of provincial socio-economic indicators. Coordinate and produce Departmental publications such as Provincial Economic Review and Outlook (PERO), Provincial Mid-Term Budget Policy Statement (MTBPS), Quarterly Labour Market Review (QLMR) and Municipal Economic Review and Outlook (MERO). Conduct, publish and disseminate research in lieu of policy development, planning and the fiscal framework of the Province. Provide technical and strategic support in economic policy research, analysis and development. Maintain and expand existing databases and information sources on the provincial economic and related social issues. Manage resources of the Directorate.

ENQUIRIES : Mr. P E Lebone cell @ : 082 803 4075

POST 13/141 : DIRECTOR: MUNICIPAL RISK MANAGEMENT AND INTERNAL AUDIT REF NO: FSPT: 007/21

SALARY : R1 057 326 per annum (Level 13), An all-inclusive salary package. (This all – inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE : Bloemfontein

REQUIREMENTS : A Bachelor’s Degree/Advanced Diploma in Internal Auditing/ Risk Management/ Accounting or equivalent qualification with Auditing and/or Risk Management as a major subject. A minimum of five years’ experience in a managerial position of which at least a minimum of three years should have been in a risk management/ auditing/ accounting environment. Knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, MFMA Circulars, National Treasury Internal Audit and Risk Management Frameworks and Institute of Internal
Auditors’ Standards. Problem solving and innovation capability. Good interpersonal, strategic capability, leadership and analytical skills. Computer literate. Valid driver’s license.

**DUTIES**

Monitor, assist and guide the effectiveness and efficiency of: The risk management processes of municipalities. The work that is managed by the Internal Audit Units and the Audit Committees within municipalities. The implementation of fraud management strategies within municipalities. Provide capacity building at municipalities to enhance the skills of municipal staff. Manage the resources of the Directorate to ensure efficiency and effectiveness within the Directorate.

**ENQUIRIES**

Mr. S D Mokhele cell @: 082 507 6521
ANNEXURE S

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS: Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

CLOSING DATE: 03 May 2021

NOTE: Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of the educational qualifications, identity document and driver's license. The specific reference number of the post must be quoted. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate(s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

MANAGEMENT ECHELON

POST 13/142: CHIEF DIRECTOR: RISK AND COMPLIANCE MANAGEMENT REF NO: HO2021/04/01
(5 Years Fixed Term Contract Performance Based)
Branch: Office of the HOD

SALARY: R1 251 183 per annum (an all-inclusive package)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Accounting/Auditing and Risk Management. At least 5 years’ experience at a Senior Management level in a Risk /Audit/ Financial Management and any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Extensive Knowledge of public sector, PFMA and Treasury Regulations; PSRF (Public Service Regulatory Framework), Risk Management Framework and Practices, General Recognised Accounting Principles; GAAP; Risk and Financial Analysis; financial management and provisioning administration. Sound working knowledge of the legislative requirements relating to ERM. Skills: Superior understanding of Integrated Risk Management principles and practices such as Corporate Governance (King IV), Code of Ethics and their incorporation into various business processes. Good communications skills (verbal and written), Interpersonal management, presentation skills, problem-solving, strong analytical, strategic ability, and conflict management skills. Valid South African driver’s license is essential.

DUTIES: To ensure the development and the implementation of an Annual Risk Assessment Plan for the Department. Analyse Auditor General Reports and the risk management profiles of the Gauteng Department of Education (GDE) and
institutions with a view to develop the Annual Assurance Assessment Plan. Review accounting and management processes and systems to identify high risk areas. Monitor and evaluate the impact made with the implementation of recommended corrective actions following risk assessment profiling exercises. Identify transversal development needs regarding risk management practices for the GDE and make recommendations to address such developmental needs. Ensure the development and revision of the Departmental Risk Management and internal control strategies, frameworks, methodologies, policies, reporting, monitoring and evaluation mechanisms. Ensure common understanding on the transversal Departmental risk management matters as per the provincial and national risk management framework with relevant stakeholders. Develop and revise the risk management strategies and frameworks in line with the provincial and national risk management framework. Ensure the development of new methodologies, policies, procedures manual and best practices relating to risk management and internal controls. Ensure approval of the risk management strategies, framework, policies, methodologies, etc. Ensure the development of monitoring and evaluation mechanisms. Facilitate processes to conduct forensic audits in high risk areas and components where fraudulent activities are suspected. Provide risk anti-corruption and integrity management services. Based on the findings of audit processes identify areas requiring forensic auditing and develop a Forensic Audit Plan. Perform benchmarks on risk mitigation strategies and provide advice on improvement. Ensure the effective and efficient management of resources.

ENQUIRIES: Ms Winny Radzilani Tel No: 011 843 6540

POST 13/143: CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (SEDIBENG & WESTRAND) REF NO: HO2021/04/02
(5 Years Fixed Term Contract Performance Based)
Branch: Curriculum and Management Delivery

SALARY: R 1 251 183 per annum (an all-inclusive package)

CENTRE: Sedibeng West

REQUIREMENTS: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration, with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver’s license is essential.

DUTIES: To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the Districts organisational structure to address service delivery requirements. Coordinate the management of district information. Ensure educational mandates are implemented to achieve desired educational outcomes. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the District performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure the implementation of District Operations management policies and Procedure Manuals. Implement and monitor Departmental Policies and Strategies. Ensure that information risk management, security and support protocols are implemented and adhered to. Manage and monitor School governance, training of professional staff, Registration and de – registration of schools and Determination of school norms and standards. Promote internal and
external stakeholder relationships. Ensure the benefits of an efficient and effective customer driven Chief Directorate to internal and external stakeholders. Proactively initiate and maintain solid, credible working relationships within the Department. Ensure that policy, systems and procedures to manage performance and discipline effectively are implemented.

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

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 : 03 May 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.

OTHER POSTS

POST 13/144 : SENIOR LEGAL ADMIN OFFICER (MR-6) REF NO: REFS/008568

Branch: Corporate Management

SALARY : R763 212 – R1 140 828 per annum (all-inclusive salary package OSD)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus an LLB degree coupled with a minimum of 8 years’ post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years’ experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver’s license will be an added advantage.

DUTIES : Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU’s and SLA’s, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing
legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES: Mr. Leon Steyn Tel No: (011) 689 8400

POST 13/145: DEPUTY DIRECTOR: DEBTORS AND CONTROL REF NO: REFS/008561
Directorate: Financial Accounting

SALARY: R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE: Johannesburg
REQUIREMENTS: Matric/Grade 12 plus a SAQA recognized NQF level 6 qualification in Finance. 3-5 years’ relevant experience in Financial Accounting at Supervisory /management (ASD) level.
DUTIES: To manage the sub-directorate, develop, review and implement financial accounting system and procedure in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the financial revenue, expenditure management and accounting Sub directorate. Undertake revenue, expenditure management and accounting work as required. Manage the sub directorate revenue, expenditure management and accounting. Monitor the policy and legislative framework to ensure that cognizance is taken of new development. Develop and maintain policies and processes. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Revenue management - ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management- ensure that payment for compensation of employees, goods and services, transfer, subsidies and reporting are efficiently performed. Accounting – to provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statement). Provide excellent and accurate payment management to all e-GOV Suppliers. Enhance service delivery through the alignment of expenditure with business and organisational objectives. Manage the departmental funds through the Treasury Regulations. Ensure suppliers are paid with 30 days of receipt of invoice. Manage and report monthly and quarterly on all Financial and Non-Financial Performance in compliance with the Treasury Regulations and PFMA.

ENQUIRIES: Ms. P. Makotwane Tel No: (011) 689 8898

POST 13/146: DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: REFS/008562
Branch: ICT

SALARY: R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE: Johannesburg
REQUIREMENTS: Matric/Grade 12 plus a recognized NQF 6 qualification in Commerce or related field. A minimum of 3-5 years’ experience in experience in a service-oriented environment. Knowledge and understanding of the function of ICT in the public service, the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. A general understanding of applications in use in in the public service, for example, SAP, PERSAL, BAS, ESS and any other systems. Very good writing skills.
DUTIES: Monitoring, tracking and reporting on service delivery within the ICT branch. Monitor, track and report on the implementation of service delivery throughout the
ICT branch. Such performance includes the implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Identify challenges, areas of improvement and propose interventions. Ensure a sound administrative system with control measures are implemented throughout the ICT branch. Manage and improve partnerships with programme directorates, departments, entities and institutions. Prepare presentations in Power Point. Communicate with stakeholders. Address and resolve queries. Convene branch meetings as the secretariat. Maintain a professional demeanor and consult broadly. The ability to analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies, prescribed governance frameworks and prepare presentations as required. Track, monitor and report on the implementation of service delivery targets. A working knowledge of all stakeholders supported by the branch including partnerships with departments and entities. The ability to coordinate and convene branch meetings. An effective communicator representing the branch at various meetings when required. Addressing and resolving problems. Forward and outward thinking enhancing planning within the department.

**ENQUIRIES**
Ms. P. Makotwane Tel No: (011) 689 8988.

**POST 13/147**
**DEPUTY DIRECTOR: ACCOUNTS MANAGER REF NO: REF/008563**
Branch: Corporate Management

**SALARY**
R733 257 per annum (Level 11), (all-inclusive salary package)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric/Grade 12 plus a recognized NQF 6 qualification in Commerce or related field. 3-5 years’ experience in client care/satisfaction. Experience in customer relationship management internally and externally.

**DUTIES**
Participation in the activities of the Business Unit CRM Practitioners, Team Leaders within the designated portfolio/Account. Generate early warning of new opportunities: By combining real-time customer tracking with historical analysis, e-Gov can predict certain customer behaviours before they occur and generate an alert to the e-Gov Management. Development of process metrics for Business Units: Monitor the current status of all processes, including what activities are adhering to standards, policies and procedures. Data analysis. Establish, build up and maintain relationships with relevant stakeholders and service providers, to ensure maximum value for the e-Gov. Setting Service Standards: Enforcement of standards, policies, and procedures across the organization. Creation of single point of contact for a specific process and can track responsibility along a process. Bring together employees from separate units and cross organizational silos; Assist e-Gov to become organizationally aligned around the customer and build interfaces to the customer across the value chain. Conduct comprehensive customer satisfaction surveys to gauge customer perceptions of e-Gov service delivery levels. Determine which appropriate customers to target and serve. Creation and maintenance of the e-Gov customer database. Conduct data analysis, trend and trend analysis to enable GSS BU’ to proactively respond to service delivery issues before these become problems. Monitoring of customer interactions to ensure that these add value to Customer Service requirements.

**ENQUIRIES**
Mr. O. Baloyi Tel No: (011) 689 4648

**POST 13/148**
**DEPUTY DIRECTOR: CUSTOMER SATISFACTION MANAGER REF NO: REF/008564**
Branch: Corporate Management

**SALARY**
R733 257 per annum (Level 11), (all-inclusive salary package)

**CENTRE**
Johannesburg
REQUIREMENTS: Matric/Grade 12 plus a recognized NQF 6 qualification in Commerce or related field. 3-5 years’ experience in client care/satisfaction. Experience in customer relationship management internally and externally.

DUTIES: To manage the relationship between e-government and its customers and to facilitate the development of Service Delivery Improvement Plans, monitor implementation thereof, and track and reduce causes of services failures. To develop and maintain mechanism for formal liaison with Departments and provide ad hoc information requirements to Departments. Develop customer satisfaction survey and strategies to address customer satisfaction levels. Manage and update service partnering agreement and service level agreement. Provide accurate reports on customer satisfaction level, to respond and resolve matters that arise between e-Gov and departments. Generate early warning of new opportunities. By combining real-time customer tracking with historical analysis, e-Gov can predict certain customer behaviours before they occur and generate an alert to the e-Gov Management. Setting Service Standards: Enforcement of standards, policies, and procedures across the organization. Conduct data analysis, trend and trend analysis to enable GSS BU’ to proactively respond to service delivery issues before these become problems. Monitoring of customer interactions to ensure that these add value to Customer Service requirements.

ENQUIRIES: Mr. O. Baloyi Tel No: (011) 689 4648

POST 13/149: DEPUTY DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/008565
12 Month Contract
Branch: Finance

SALARY: R733 257 per annum (Level 11), (all-inclusive salary package)

CENTRE: Johannesburg

REQUIREMENTS: Matric certificate plus a recognized National Diploma (NQF level 6) in Supply Chain Management/ Accounting. 3-5 years’ experience at Supervisory or Assistant Director Level within IT environment. Track record in preparation and management of operational plans, business plans and budgeting. Ability to implement internal systems and control to ensure sound asset management.

DUTIES: Manage the assets management unit by providing leadership and guidance. Monitor and manage staff development plan and performance against the achievement of Departmental objectives. Develop, manage and monitor the implementation and adherence to the Asset Management Policy. Effectively manage the assets of the e-Government as required by the Public Finance Management Act, Treasury Regulations and Asset Framework. Manage and Monitor the development and implementation of the Asset Management Strategy in line with the business plans on programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective Coordination of assets management activities and to report accurately on the asset within the e-Government at any point in time. Coordinate and monitor asset management initiatives in the e-Government (including off site Assets). Manage and maintain a comprehensive asset register. Manage the acquisition, losses and disposal of assets in the e-Government. Manage the annual verification of asset within e-Government. To ensure effective integration and working procedure between the Asset Management Unit, Supply Chain Management and Budget Control Unit within the department. Manage the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statements (AFS) and the ledger. Manage the barcode tagging, movement, disposal of assets for e-Government. To ensure officials within the asset management function are sufficiently trained on asset management function are sufficiently trained on asset management systems, processes, procedure and policies.

ENQUIRIES: Mr. Themba Psungo Tel No: (011) 689 6980
POST 13/150 : DEPUTY DIRECTOR: SCM ACQUISITION MANAGEMENT  REF NO: REF'S/008566

(12 Month Contract)
Branch: Finance

SALARY : R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a recognized National Diploma (NQF level 6) in Supply Chain Management/ Accounting field. 3-5 years’ experience in SCM at Supervisory or Assistant Director Level.
DUTIES : To manage the sub-directorate, develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management). Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the biding process. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 13/151 : ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (CLUSTER 2) REF NO: REF'S/008569
Directorate: Cluster 2 (HRA)

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a SAQA recognized NQF 6 qualification in Human Resource Administration/Commerce. 2-3 years’ HR transactional experience. Knowledge and implementation of HR prescripts pertaining to Conditions of Services on Persal.
DUTIES : Manage, administer and process and implement all HR basic conditions of service, benefits and appointments for the GPG. Manage the operational execution of SLA’s and the utilization of resources in the HRA Unit. Quality assure HRA processes and transactions captured on Persal. Management the performance of staff, mentor, coach and support staff. Establish and maintain good customer relations with GPG Departments. And other stakeholders. Approve all HRA transactions on Persal. Resolve complex HR queries and process issues. Respond to audit queries and ensure implementation of recommendations thereof. Compile weekly, monthly, quarterly performance reports and report as required
ENQUIRIES : Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

ENQUIRIES :
**POST 13/152**: ASSISTANT DIRECTOR: PAYROLL SERVICES REF NO: REFS/008572
Directorate: Payroll Services

**SALARY**: R376 596 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric plus Degree/National in HR/Commerce or equivalent. 2-3 years’ experience in payroll related environment. Preferred: Knowledge of public sector environment and transversal systems (Persal, BAS and SAP) the following would be an added advantage: Knowledge of transversal systems as indicated. Knowledge of accounting and accounting principles would be an added advantage. Exposure in a public sector environment will be advantageous.

**DUTIES**: To authorise payment of allowances and amendments, processed by the practitioners in the Payroll Services Unit. Check and rectify transactions on exception reports. Manage staff reporting Assistant Directors. Manage, mentor and develop staff. Manage and distribution of daily work. Prioritise work in order of importance to adhere to SLA. Knowledge transferred to staff.

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

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**POST 13/153**: ASSISTANT DIRECTOR: COPYRIGHT AND NEW MEDIA REF NO: REFS/008573
Directorate: Communications

**SALARY**: R376 596 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric plus minimum of National Diploma in Journalism/Marketing/Communication or related with 2-3 years’ experience in communications.

**DUTIES**: The incumbent will identify, select and acquire information for the Department’s digital platforms. Research, collate, write and upload on the department’s website, intranet and social media content. Knowledge and use of content management systems, updating and maintaining website, intranet and social media content. Maintain quality control across the organisation’s digital platforms. Maintain formal and informal relationships with internal and external stakeholders. Coordinating web related and social media projects and activities, promote the department’s social media campaigns. Evaluating website, intranet and social media and making recommendations. Enhance the organisation’s digital platforms as a communication tool. Assist with other communications projects as directed.

**ENQUIRIES**: Mr. O. Baloyi Tel No: (011) 689 4648

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**POST 13/154**: ASSISTANT DIRECTOR: SYSTEM CENTRE CONFIGURATIONS MANAGER (ADMINISTRATOR) REF NO: REFS/008574
Directorate: Operations (ICT)

**SALARY**: R376 596 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric/Grade 12 plus a SAQA recognized NQF 6 qualification in ICT. 2-3 years’ experience as a SCCM Administrator is a requirement. Well versed in Microsoft Systems Centre Management offerings, Windows Server Operating System and client operating systems, with an in-depth knowledge of networking, PowerShell scripting and SQL Queries. Understands organizational security requirements and knows how to implement security within Microsoft Systems Centre Management, SQL Server and WBEM. Has an in-depth knowledge of SCCM software release mechanism and workstation/server configurations. Understanding of network and desktop connectivity issues. An understanding of third-party management tool(s) is vital.

**DUTIES**: Installation and configuration of the primary site server for the: Discovery and installation of SCCM client systems within the E-GOV and GPG. Collection of Hardware and Software inventory. Distribution and removal of Software to and from client computers within the E-GOV and GPG. Configuration, installation and use of tools for remote diagnosis and support of client computers within the E-GOV and GPG. The on-going management, administration, and troubleshooting of the SCCM range of services features. Tracks, monitors and deletes SCCM events and status messages and escalates problems to the site trouble-shooter. Performs the
day to day management tasks required to keep Systems Management Server running. Adds and removes members from collections, defines new collections. Creates and distributes packages and advertisements. Creates and runs management reports and queries. Responsible for setting SCCM security options, defining appropriate Windows NT groups and user accounts, changing the password of system accounts and for creating MMC consoles. Prototypes packages and advertisements using the standard PC configuration and delivers working models to advertisement automation tester (QA). Designs testing strategy for software packages that need to be released into the infrastructure. Creates test plans to validate the integrity of the work of the software automation developer. Builds test scripts and documents results and provides them to the software automation developer and management. Manages the bug-tracking process. Ensures that only tested software packages are delivered to site operators for deployment to client workstations. To be the authoritative source for SCCM information and skills transfer at the GCR. To provide the Configuration Manager with current hardware and software inventory information. To provide the Release Manager with current firmware and software version/release information.

ENQUIRIES : Ms. P. Makotwane Tel No: (011) 689 8898

POST 13/155 : ASSISTANT DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/008575 (X2 POSTS)
12 Month Contract
Directorate: Finance

SALARY : R376 596 per annum (plus 37% benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Logistics/Supply Chain Management or related qualification with a minimum of 2-3 years’ experience in Asset Management, Supply Chain Management and Finance environment. Knowledge of the PFMA & Treasury Regulations.

DUTIES : Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to furniture and equipment policy and procedures of the department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilisation functionality and financial performance. Monitoring the performance of asset verification per prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

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

POST 13/156 : ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: REFS/008576
12 Month Contract
Branch: Finance

SALARY : R376 596 per annum (plus 37% benefits)
CENTRE: Johannesburg

REQUIREMENTS: Matric certificate plus a recognized National Diploma (NQF level 6) in Supply Chain Management/Accounting field. 2-3 years’ experience in SCM.

DUTIES: To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies. Coordinate (synergise), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required about financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES: Mr. Leon Steyn Tel No: (011) 689 8400

POST 13/157: SENIOR PRACTITIONER: HRA (SMS) REF NO: REFS/008577
Directorate: Payroll Services

SALARY: R316 791 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus National Diploma (NQF6) in Human Resource Management or equivalent. 1-2 years’ experience in the HR field. Knowledge of the MMS/SMS dispensation and Transversal system (Persal).

DUTIES: Render an administrative support and advisory function to all GPG MMS/SMS members, Executives and MEC’s on the Package structure dispensation, appointments, promotions and conditions of service benefits. Recording of incoming mandates from GPG Departments. Provide assistance to new employees to structure their packages and re-structuring package of all employees to all GPG Departments. Recording of incoming mandates from GPG Departments. Processing of all MMS/SMS appointments, promotions, package structures and conditions of service benefits mandates. Advise MMS/SMS members on structuring of packages. Conduct entity visits to GPG Departments for training purposes. Personal visits on request to line managers to provide advice on package structuring for MMS/SMS members, HOD’s and MEC’s. Resolve queries for MMS/SMS members.

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

POST 13/158: SENIOR FINANCIAL OFFICER REF NO: REFS/008578
Directorate: Financial Accounting

SALARY: R316 791 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus a National Diploma/ Degree in Accounting or Finance related qualification. 1-2 years’ relevant experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system. Knowledge of Treasury Regulations.

DUTIES: Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorised bank overdraft after every payment run. Verify
Invoices from the verifier. Receive invoices on process director and verify them against the vendor profile. Verify invoices from the verifier. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method; that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy.

Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.

ENQUIRIES: Ms. P. Makotwane Tel No: (011) 689 8898

POST 13/159 : SENIOR ADMIN OFFICER: ASSET MANAGEMENT (GBN) REF NO: REFS/008579 (X2 POSTS)
12-Month Contract
Directorate: SCM

SALARY : R316 791 per annum (plus 37% benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus equivalent NQF 6 related qualification with a minimum of 1-2 years in Asset Management, Supply Chain and Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant statutory laws.
DUTIES : Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.

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

POST 13/160 : SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT) REF NO: REFS/008580 (X3 POSTS)
12-Month Contract
Directorate: SCM

SALARY : R316 791 per annum (plus 37% benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus equivalent NQF 6 related qualification with a minimum of 1-2 years in Procurement.
DUTIES : To support E-GOV. in execution of functions in terms of PFMA and Treasury Regulations and to ensure that all functions of Supply Chain Management are performed. Ensure compliance of buyers to procurement policies and procedures. Ensure that goods and services meet user requirements. Ensure SLA compliance. Interact with vendors and customers to sort out queries. Release PO’s up to the value of R30 000.00 – this involves checking and approving that all information contained in the PO files are accurate. Ensure that the buyers are capturing the correct info onto the SAP system.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 13/161 : SENIOR ADMIN OFFICER: CONTENT ADMINISTRATOR REF NO: REFS/008581
Directorate: Applications Development

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/Degree in IT. Experience is required in content and content publishing. 1 to 2 years’ experience with web content is required. Experience with web and portal development would be advantageous.

DUTIES : Receive and quality check content from the sites provided by the various content owners and content developers. Deploy or post content within the required service level agreements. Ensure that the quality of the content is maintained. Ensure that content is always current and highlight areas of concern. Provide technical advice to content owners in terms of specifications, format, grammar and aspects of content management.

ENQUIRIES : Ms. P. Makotwane Tel No: (011) 689 8898

POST 13/162 : PRACTITIONER: LABOUR RELATIONS REF NO: REFS/008582
Directorate: HRM

SALARY : R257 508 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Human Resource Management or related, with 1-2 years’ experience in the Labour Relations field. Knowledge in handling disciplinary matters and/ disputes. Computer literacy, Customer Relations Management, ability to report outcomes on queries and Public sector experience is recommended.

DUTIES : The incumbent will be required to provide skilled LR administrative service to Labour Relations business unit. Receive, register and acknowledge incoming correspondence. Co-ordination of schedules and activity reports in relation to Grievance meetings. Attend relevant meetings, take minutes and distribute within two working days. Completion of ad hoc projects within time frames as agreed upon including but not limited to projects. IR spreadsheet and compile the monthly reports. Maintain and submit a register on precautionary suspensions. Maintain and consolidate quarterly reports and evidence portfolios. Register, track and facilitate incoming misconduct cases and disputes. Assist in the logistical arrangement of hearings and standing committee meetings. Assist in preliminary investigations for grievances and misconduct cases. Offer Labour Relations advise to both managers and employees. Secretary in grievance and unit’s meetings.

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

DEPARTMENT OF HEALTH

OTHER POSTS

POST 13/163 : CLINICAL MANAGER GRADE 1 REF NO: REFS/006546 (X1 POST)
Directorate: Office of the CEO

SALARY : R1 173 900 - R1 302 849 per annum (all-inclusive package)

CENTRE : Dr Yusuf Dadoo Hospital

REQUIREMENTS : MBCHB or equivalent, plus current registration certification with HPCSA as a Medical Practitioner. A minimum of 4 years’ appropriate experience as a Medical Officer after registration as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A valid driver’s license (code B/EB) is an inherent requirement. Competency and skills in clinical domain: computer literate, sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, outlook, power point). Must be willing to work under pressure and stressful situations.

DUTIES : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the provincial and National Standards. Assist with implementation of ideal hospital realisation and maintenance framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/ disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and
drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

**ENQUIRIES**: Mr. P.M. Sofohlo (CEO) Tel No: 011 951 6161

**APPLICATIONS**: Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

**NOTE**: Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications, drivers license, HPCSA registration as a Medical Practitioner and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to medical surveillance as required by Occupational Health and safety Act 5 of 1993.

**CLOSING DATE**: 03 May 2021

**POST 13/164**: MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 37/2021
Directorate: Anaesthesiology

**SALARY**: R1 106 040 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: MBChB & FCA or equivalent as a Specialist with the Health Professions Council of South Africa. Strong leadership, training and organizational skills.

**DUTIES**: The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocated. The incumbent will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.

**ENQUIRIES**: Prof. S Spijkerman Tel No: 012 354 1510

**APPLICATIONS**: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications.

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

**CLOSING DATE**: 03 May 2021

**POST 13/165**: MEDICAL SPECIALIST REF NO: CHBAH 400 (X3 POSTS)
(Orthopaedic Surgery)

**SALARY**: Grade 1: R1 106 040 per annum (All-inclusive package)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

**DUTIES**: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific
ENQUIRIES: Dr K Musta Tel No: (011) 933 9154/8154
APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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: 07 May 2021

POST 13/166: MEDICAL SPECIALIST REF NO: CHBAH 401 (X5 POSTS)
(Obstetrics and Gynaecology)

SALARY: Grade 1: R1 106 040 per annum (All-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES: Dr S Mankupane Tel No: (011) 933 9154/8154
APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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 of 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: 07 May 2021

POST 13/167: MEDICAL SPECIALIST REF NO: CHBAH 402

SALARY: Grade 1: R1 106 040 annum (All-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital: Internal Medicine Department (X2 Posts) Neurology (X1 Post)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES: Dr N Soma Tel No: (011) 933 9154/8154

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main
NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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: 07 May 2021

POST 13/168: MEDICAL SPECIALIST REF NO: CHBAH 403

SALARY: Grade 1: R1 106 040 per annum (All-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital:
Anaesthetics Department (X1 Post)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES: Dr K Mustafa Tel No: (011) 933 9154/8154

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). 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 Personal 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: 07 May 2021

POST 13/169: ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: CHBAH 404 (X1 POST)

Directorate: Pharmacy

SALARY: R897 936 per annum

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: B. Pharm. Degree. Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. A minimum of 5 years’ experience as a pharmacist post registration with the SAPC. Project management skills. Computer literacy. Team building and leadership skills. An in-depth understanding of the National Drug Policy, all pharmacy related legislation and the Public Finance Management Act. A qualification in management and previous relevant work experience as supervisor or manager will be an advantage.

DUTIES: Overall management of the pharmacy, including the satellite pharmacies. Provide financial, budget and expenditure control. Must comply with the provisions of the relevant prescribed Acts and the PFMA to the extent that it is applicable to the official. Development and management of relevant Standard Operating Procedures. The effective and efficient operations management (including medicine supply management, IT and infrastructure and equipment management). Overall responsibility and accountability for drug supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the provision of strategic direction to the pharmacy. Must have project management skills. Participate in the smooth running of the institutional Pharmacy and Therapeutics Committee (PTC). Coordination of training and development of pharmacy personnel. Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services. The management role also involves the promotion of public health, compliance with the six quality priorities and the Batho-Pele Principles. Deputise for the deputy manager and manager. Be available for on-call after hour and weekend service. Be involved in the continuous improvement projects to address service delivery challenges. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate pharmaceutical care. Initiate and
participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care matters. Develop and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of pharmaceutical guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be able to relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

ENQUIRIES
Mr. T.J Ehirim Tel No: (011) 933 9928/8797

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

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

CLOSING DATE : 07 May 2021

POST 13/170 : MEDICAL OFFICER GRADE 1 REF NO: CHBAH 405

SALARY : R821 205 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital:
Neurosurgery (X2 Posts)
Orthopaedic Surgery (X6 Posts)
Urology (X1 Post)
ENT (X3 Posts)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by

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providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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 : 07 May 2021
POST 13/171 : MEDICAL OFFICER REF NO: CHBAH 406
SALARY : Grade 1: R821 205 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital:
Obstets and Gynae (X5 Posts)
Paediatrics (X11 Posts)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of
patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES
Dr S Mankupane Tel No: (011) 933 9154/8154

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

NOTE
Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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
07 May 2021

POST 13/172
MEDICAL OFFICER REF NO: CHBAH 407

SALARY
Grade 1: R821 205 per annum (All-inclusive package)

CENTRE
Chris Hani Baragwanath Academic Hospital:
Internal Medicine Department (X2 Posts)
Cardiology (X1 Post)

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.

DUTIES
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
ENQUIRIES: Dr N Soma Tel No: (011) 933 9154/8154

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

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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: 07 May 2021

POST 13/173: MEDICAL OFFICER REF NO: CHBAH 408

SALARY: Grade 1: R821 205 per annum (All-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital:
- Anaesthetics Department (X5 Posts)
- Intensive Care Unit (X17 Posts)
- Accident and Emergency (X2 Posts)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES: Dr K Mustafa Tel No: (011) 933 9154/8154

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.
Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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: 07 May 2021

POST 13/174: REGISTRAR REF NO: CHBAH 409

SALARY: R821 205 per annum (All-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital:
- General Surgery (X1 Post)
- Neurosurgery (X2 Posts)
- Orthopaedic Surgery (X6 Posts)
- Paediatric Surgery (X1 Post)

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Primaries, ATLS and BSS in relevant department. Registrars must. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g.
Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES

APPLICATIOnS

APPLICATIONS

NOTE

Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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

POST 13/175

SALARY

CENTRE

REQUIREMENTS

REGISTRAR REF NO: CHBAH 410

R821 205 per annum (All-inclusive package)

Chris Hani Baragwanath Academic Hospital:
Obstets and Gynae (X8 Posts)
Paediatrics (X4 Posts)

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Part 1. Six (6) must experience as Medical Officer in a training institution in a relevant department or twelve (12) months outside the training institutions in a relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in

07 May 2021

07 May 2021
the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES**

Dr S Mankupane Tel No: (011) 933 9154/8154

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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** : 07 May 2021

**POST 13/176** : **REGISTRAR REF NO: CHBAH 411**

**SALARY** : R821 205 per annum (All-inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital:
- Internal Medicine Department (X2 Posts)
- Psychiatry Department (X2 Posts)

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Part 1. Six (6) must experience as Medical Officer in relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines:

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES** : Dr N Soma Tel No: (011) 933 9154/8154

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

**NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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:** 07 May 2021

**POST 13/177:** REGISTRAR REF NO: CHBAH 412

**SALARY**

R821 205 per annum (All-inclusive package)

**CENTRE**

Chris Hani Baragwanath Academic Hospital:
Anaesthetics Department (X8 Posts)
Accident and Emergency (X1 Post)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Diploma/Part 1 in relevant department. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
ENQUIRIES: Dr K Mustafa Tel No: (011) 933 9154/8154
APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are 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 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: 07 May 2021

POST 13/178: FORENSIC MEDICAL REGISTRAR REF NO: REFS/008536 (X1 POST)
Directorate: Forensic Medical Services

SALARY: R821 205 – R858 711 per annum (all-inclusive package)

CENTRE: Pretoria FPS

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Registrar (Medical). This is a post-graduate training 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. Ability and 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; A valid driver’s license; Ability to perform medico-legal death investigations, including performance of forensic autopsies; Ability to give evidence in courts; Ability to lecture; Computer literacy (MS Word, Outlook, Excel and PowerPoint); Good working knowledge of relevant FPS legislation and policies; Planning to specialize in Forensic Pathology 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; Active participation in own MMed research activities within the Department; Training in the performance of microscopic histopathological examinations and training on relevant cases; Supporting the implementation of a standardized, quality forensic pathology service by providing training for professional and support
staff; Participation in teaching, research and learning activities in the Department; Assisting the Head: Clinical Unit in academic and management duties. Rendering other related professional services and duties as may be assigned from time to time.

ENQUIRIES : Prof G Saayman cell @ (083) 250 6252
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. The department reserve the right to fill and not to fill the advertise post.

CLOSING DATE : 07 May 2021
POST 13/179 : ASSISTANT MANAGER SPECIALTY TRAUMA, EMERGERNCY AND OPD (X1 POST)
Directorate: Nursing

SALARY : R614 991 – R692 166 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : A minimum of ten (10) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC. At least 6 years of the 10 years referred above should be relevant experience after obtaining the post basic qualification. At least 3 years of the ten years' experience in nursing should include experience in nursing management. Registration with the South African Nursing Council and have valid SANC receipt. Basic nursing diploma/ degree as a professional nurse and basic Midwifery. Valid South African ID/ and passport. Basic computer literacy. Have a valid driver's license. Demonstrate basic understanding of Human Resource, finance, policies and practices. Ability to work under pressure.

DUTIES : The incumbent will work under the direct supervision of the Deputy Manager nursing. The supervision of quality nursing care both day and night according to the scope of practice. Adhere to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communicating with all managers regarding issues of health care provided by various groups. Ensure adherence to work ethics. Ensure adherence to Batho-Pele principles. Ensure the implementation of all quality and other mandatory priorities. Will be part of hospital management team. Check availability of beds and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.

ENQUIRIES : Ms. K. Tinghitsi Tel No: 011 812 8313
APPLICATIONS : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the
Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 07 May 2021

POST 13/180: CHIEF PHYSIOTHERAPIST (X1 POST)
Directorate: Allied

SALARY:
Grade 1: R466 119 – R517 326 per annum
Grade 2: R532 959 – R591 510 per annum

CENTRE: Far East Rand Hospital

REQUIREMENTS:
Grade 12 certificate. A bachelor’s degree or equivalent qualification in Physiotherapy. Independent registration with HPCSA, current/annual registration with HPCSA as a Physiotherapist. Three years working experience, excluding one year of community service. Computer literacy is highly recommended. Knowledge in the relevant policies, protocols and guidelines. Be able to work in a multidisciplinary team. Plan and implement health awareness campaigns and staff in service trainings.

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

ENQUIRIES: Ms. M.M Motsele Tel No: 011 812 8406
APPLICATIONS: should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 07 May 2021

POST 13/181: CLINICAL PROGRAMME COORDINATOR (PREVENTION OF INJURIES AND NON-NATURAL DEATHS) REF NO: REFS/008557
Directorate: Clinical Forensic Medical Services

SALARY:
Grade 1: R444 276 - R500 031 per annum (including benefits)

CENTRE: Head Office

REQUIREMENTS:
An appropriate qualification Degree/Diploma in Nursing. A minimum of 7 years' appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3 – 5 years working experience in clinical Forensic Medicine. Current registration with South African Nursing Council. Valid driver’s license. Be computer literate Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA other relevant legislative framework that govern Clinical Forensic Medicine.

DUTIES:
To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particular
cases of trauma and injuries. To ensure good clinical –practice for prevention of injuries and non- natural deaths. To promote quality of clinical care are as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of polices and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders including NGOs tertiary and research institutions. Facilitate training pertaining to injury prevention strategies. Conduct research on causes of injuries and non- natural deaths and implement prevention strategies Facilitate and / or conduct education and awareness to communities. Develop guidelines on strategic framework on prevention of injuries and non- natural deaths. Liaise with stakeholders as part pf a team for the comprehensive management of victims of crime. Manage projects as assigned.

ENQUIRIES: Ms. P Thango cell @ (071) 602 1960
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. The department reserve the right to fill and not to fill the advertise post.

CLOSING DATE: 07 May 2021

POST 13/182: PROFESSIONAL NURSE (SPECIALTY- ICU) (X1 POST)
Directorate: Nursing

SALARY:
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum

CENTRE: Far East Rand Hospital

REQUIREMENTS: Basic nursing diploma/ degree qualification accredited with SANC. Registration with the South African Nursing Council and have valid SANC Receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. A minimum of four years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy will be an added advantage. Knowledge of all legislation relevant to health care service.

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

ENQUIRIES: Ms. K. Tinghitsi Tel No: 011 812 8313
APPLICATIONS: should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing
date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

**CLOSING DATE** : 07 May 2021

**POST 13/183** : PROFESSIONAL NURSE SPECIALTY (TRAUMA) (X1 POST)
Directorate: Nursing

**SALARY** : Grade 1: R383 226 – R444 276 per annum
               Grade 2: R471 333 – R579 696 per annum

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC. Registration with the South African Nursing Council and have a valid SANC receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. A minimum of four years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Valid South African ID/ and valid passport. Computer literacy will be an added advantage. Knowledge of all legislation relevant to healthcare service.

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

**ENQUIRIES** : Ms. K. Tinghitsi Tel No: 011 812 8313

**APPLICATIONS** : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 07 May 2021

**POST 13/184** : CLINICAL NURSE PRACTITIONER (CCMT) REF NO: 09/2021 (X2 POSTS)
Directorate: Nursing

**SALARY** : R383 226 per annum

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Grade 12 Certificate plus R425 qualification, Diploma /Degree in Nursing or equivalent that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care - PHC). Registration with the South African Nursing Council and have valid SANC receipt. A minimum of seven (2) years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. Evidence of short course e.g. HIV, TB, STI, PMTCT and NIMART, NIMDR will be an advantage. Valid South African ID/ and valid passport. Basic computer literacy. Demonstrate basic understanding of Human
DUTIES:
Ensure provision of a high quality nursing care that is holistic and is patient-centered, ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing skills. Work as a part of multidisciplinary team to ensure quality nursing care. Identify risk factors and maintain a therapeutic environment for patients and staff in the ward. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Be able utilize physical and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development).

ENQUIRIES:
Ms ME Polo Tel No: (016) 428 7117

APPLICATIONS:
Kopanong Hospital, HR office, 2 Casino Road, Duncaniville, or Posted to P/bag X031, Vereeniging, 1930.

NOTE:
Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, certified copies of ID and qualifications not older than six months must be submitted. People with disabilities are encouraged to apply. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to Medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993

CLOSING DATE:
03 May 2021

POST 13/185:
LECTURER GRADE 1 (CLINICAL COORDINATOR) REF NO: NURSING 10/2021 (X1 POST)
Directorate: Nursing

SALARY:
Grade 1: R383 226 per annum (plus benefits)

CENTRE:
Kopanong Hospital

REQUIREMENTS:
Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Nursing Education Science that is registered with SANC. Candidate must have a minimum of five years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC. Certificate in computer literacy is required. Good communication, supervisory, report writing, and presentation skills. Health service management and staff development experience will be an added advantage.

DUTIES:
Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team 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 as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Monitor, coach and mentor staff in delivery of quality patient care in the units according to nursing education, practice standards and National Core Standards and Health Department goals and objectives. Identify in-service training needs for all nursing personnel across the hospital. Plan, implement, monitor and evaluate in-service training programs. Orientate and induct newly appointed staff. Plan, coordinate, facilitate and monitor clinical learning exposure in various clinical settings for individual nursing personnel. Coordinate skills development program and implementation of continuing professional development (CPD) for nurses and midwives. Participate in relevant research projects in the wards and education and training. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
ENQUIRIES : Ms ME Polo Tel No: (016) 428 7130
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
NOTE : Fully completed Z83, obtainable from any Public Service Department or on the internet at www dpsa gov.za/documents, CV, certified copies of ID and qualifications not Older than six months must be submitted. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
CLOSING DATE : 03 May 2021
POST 13/186 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: SBAH 40/2021
Directorate: Human Resources Management
SALARY : R376 596 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. NQF 7 or equivalent qualification in Employee Relations or Labour Law
A minimum of 5 years’ experience in Labour relations Solid working knowledge of the principles and practices of employee and labor relations In-depth knowledge and application of Labour Relations Act, BCEA, Skills Development Act, PSCBC Resolutions Demonstrable experience in developing and executing programs that measurably impact positive employee relations MS Office applications. Key Skills and Competencies. Strong written and verbal communication skills. Planning and organizational skills attention to detail data analysis and management sound judgment and decision-making skills report writing skills.
DUTIES : Identify and drive philosophies and programs to foster constructive employee relations and ensure the hospital’s approach to the employees is fair, respectful and consistent. Gather, analyze and interpret data and metrics to develop recommendations and strategies to facilitate positive employee relations and engagement Identify risks and challenges to the employee-employer relationship Developing programs, policies and procedures to promote fair and equitable employee relations and business decisions. Ensure employment policies and practices comply with relevant employment regulations. Oversee company-wide application of workplace policies and procedures. Assist with the development and implementation of diversity, equity and inclusion programs advise management on employee relations. Partner with HR on complex employee relations issues. Provide guidance to employees on employee relations issues and workplace practices. Receive, evaluate and respond appropriately to employee concerns. Conduct investigations of complaints and recommend corrective actions. Oversee, review and advise on employee grievance and disciplinary processes. Respond to, manage and resolve conflict design and drive training sessions and interventions to meet employee needs and hospital’s objectives stay current with employee relations trends, regulations and legal requirements.
ENQUIRIES : Mr.PM Motsweni Tel No: 012 354 2235
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 03 May 2021
POST 13/187 : ASSISTANT DIRECTOR: LOGISTICS REF NO: SDHS/2021/30 (X1 POST)
Directorate: Logistics
SALARY : R376 596 – R454 920 per annum plus benefits
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A national diploma / degree in Public Management / Administration or appropriate qualification (NQF-level 6/7) with minimum 5 years relevant experience in Logistics environment (3 years of the above should be Logistic Supervisor) or Grade 12 certificate or equivalent with more than 10 years’ relevant experience in the Logistics environment (3 years of the above should be as Logistics Supervisor).
Valid driver’s license. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes and Logistics processes. Project management. Good financial management. Managerial and Leadership skills. Communication with the ability to motivate and direct people. Problem solving and conflict management. Must be computer literate (MS Office). Effective written and verbal communication, analytical and report writing skills, team building and the ability to work under pressure.

**DUTIES**: Manage Logistics and Support Departments including FMU within the District i.e. (Laundry, Transport, Cleaning, Registry, Property caretakers, Security services and FMU). Monitor compliance to finance and procurement processes as well as the maintenance. Plan, organize and control administrative activities pertaining to all logistics activities. Liaise and interact with stakeholders and manage customers. Monitor and report on proper implementation of the National Core Standard required by the institution. Participate inter and intradepartmental committees that deals with issues of Logistics services etc. Provide guidance to subordinates and monitoring their performance timeously, maintain discipline and sound labour relations practices within logistics. Monitor performance and evaluation of staff. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human Resource matters.

**ENQUIRIES**: Mr. L. Mahlangu Tel No: 016 950 6000

**APPLICATIONS**: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certificated copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practicals can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

**CLOSING DATE**: 07 May 2021

**POST 13/188**: DIAGNOSTIC RADIOGRAPHER REF NO: KOP 11/2021 (X1 POST)
Directorate: Radiography

**SALARY**: Grade 1: R317 976 per annum (plus benefits)
Grade 2: R372 810 per annum (plus benefits)
Grade 3: R439 164 per annum (plus benefits)

**CENTRE**: Kopanong Hospital

**REQUIREMENTS**: Grade twelve plus a National Diploma / Degree in Diagnostic Radiography. Proof of original registration with the HPCSA and current registration as an independent Diagnostic Radiographer must be attached. Must have completed Community service as per requirements of the Professional body. Computer literacy. Must have knowledge of public service legislation and policies.

**DUTIES**: Partake in 24 hour radiographic services according to the scope of profession. Be part of standby / overtime allocation. Perform QA / QC tests as per requirements of radiation control. Carry out duties delegated by the departmental management. Adhere to infection control protocols. Ensure protection of confidential patient
information. Adhere to record keeping protocols. Be actively involved in in-service training and CPD activities.

ENQUIRIES: Ms. Kharodi ME Tel No: (016) 428 7053
APPLICATIONS: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

NOTE: Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, certified copies of ID and qualifications not older than six months must be submitted to: People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE: 03 May 2021

POST 13/189: OCCUPATIONAL THERAPIST GRADE1 (X1 POST)

Directorate: Allied

SALARY: R317 976 – R361 872 per annum
R372 810 – R426 291 per annum
R439 164 – R532 959 per annum

CENTRE: Far East Rand Hospital

REQUIREMENTS: Grade 12. A degree in Occupational Therapy. Independent registration with HPCSA, current/annual registration with HPCSA as an Occupational Therapist. A dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Must have interest/experience in the paediatric OT and ECI. Computer literacy is highly recommended. Knowledge in the relevant policies, protocols and guidelines. Be able to work within multidisciplinary team. Plan and implement health awareness campaigns and staff in service trainings.

DUTIES: Provide Occupational Therapy services to both in and out patients through efficient and professional assessment and treatment within various areas of the hospital. Complete monthly statistics and treatment and other administrative duties. Provide mentorship and guidance to community service therapists and students. Make appropriate referrals when necessary. Adhere to record keeping standards and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g Batho-PELE Principles. Patient rights.

ENQUIRIES: Ms. A. Jagannath Tel No: 011 812 8406
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 07 May 2021

POST 13/190: CLINICAL TECHNOLOGIST GRADE1 REF NO: SBAH 38/2021

Directorate: Critical Care

SALARY: R317 976 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: A National Diploma or BTech in Clinical Technology - Specialized Category Critical Care. Registration with HPCSA as a Clinical Technologist - Specialized Category Critical Care. Registration with the HPCSA as Clinical Technologist in Critical Care

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(Supervised/Independent/Private Practice). Competencies (Knowledge/Skills): Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

**DUTIES**
Provision of Specialized Critical Care diagnostic and investigative services within the Critical Care Unit and according to SBAH's protocols i.e. Mechanical Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide etc. Willing to learn and perform new procedures. Teach and perform practical assessments with students. Monitor and maintain equipment. Maintain good infection control. Order stock and manage. Engage in continuous Professional Development.

**ENQUIRIES**
Mr. AM Khomo Tel No: 012 354 4151

**APPLICATIONS**
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE**
03 May 2021
be an added advantage. A valid driver’s license and own transport is compulsory. Experience in Medicom, BAS, TRANVERSAL System, Microsoft packages, Helpdesk software will be preference. Good Communication and interpersonal skills is required. Knowledge of VCE and Vblocks, Azure, good attendance profile will be an advantage. Good planning, self-discipline skills and customer service is highly recommended.

**DUTIES**

Respond/resolve end user request/problems in a prompt/professional manner. Inform end user of actions required to resolve problem. Follow-up complaints of requests not resolved. Assist with the deployment of end user peripherals as well as workstation. Complete special projects as assigned or assists other team members in the completion of projects or support issues as necessary. Manage all open issues and requests. Support and maintain end user problems, troubleshooting and handle multiple priorities simultaneous. Prioritize, identify, research, and resolve technical problems. Troubleshoot functional and technical incidents occurring within SBAH environment. Excellent working knowledge of computerized production systems. Evaluate and resolve all end user peripherals issues related to hardware and software issues. Escalate warranty repairs for peripherals to appropriated vendor call centers. Assist in network issues. Escalate warranty repairs for peripherals to appropriated vendor call centers. Assist in network connectivity to all SBAH and remote offices. Provide support to users on technical related issues peripheral support computers (Desk & Laptops) printers, scanners, IP phones, etc. Provide support for multifunction and high-volume printers (Print, fax, and scan). Provide Apple Macintosh support. Provide basic troubleshooting of corporate networks such as but not limited to local area network (LAN), wide area network (WAN), 3G & WIFI. Follow up on priority calls. Update and maintenance of knowledge base and Technical documents. Monitoring of calls to maintain effective service support. Plan and perform appropriate procedures, documentation, and inventory assessment, and other procedures related to ICT. Maintain high levels of professionalism and maintain a helpful attitude. Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk. The appointee will be expected to perform standby and after hour duties. Set up and connect Audio/Visual equipment in the boardrooms and auditoriums. The candidate must always remain friendly and helpful towards users, even when working under pressure and adhere to Batho Pele Principles.

**ENQUIRIES**

Mrs. L. M Kaston Tel No: 012 354 3929

**APPLICATIONS**

Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

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

**CLOSING DATE**

03 May 2021

**POST 13/193**

**PRODUCTION SOCIAL WORKER GRADE 1 (X1 POST)**

**Directorate:** Allied

**SALARY**

R257 592 – R298 614 per annum
R316 794 – R363 801 per annum
R384 228 – R445 425 per annum
R472 551 – R581 178 per annum

**CENTRE**

Far East Rand Hospital

**REQUIREMENTS**

Grade 12. A bachelor’s degree or equivalent qualification in Social Work. Computer literacy (Power point and excel) will be an added advantage. Good communication, report writing skills and problem solving skills. Valid registration with SACSSP. Relevant experience in the social work field and Health Care services. Knowledge in the relevant policies, protocols and guidelines. Be able to work within multidisciplinary team.

**DUTIES**

Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the
administrative functions required of the job. Submission of weekly and monthly statistics and progress reports to the supervisor. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Attend all relevant internal and external meetings. Ensure continuous professional development activities.

ENQUIRIES: Ms. N. Ntabane Tel No: 011 812 8421
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00
NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 07 May 2021
POST 13/194: SENIOR COMMUNITY LIAISON OFFICER REF NO: SDHS/2021/29 (X3 POSTS)
Directorate: Mental Health

SALARY: R257 508 – R 303 339 per annum plus benefits
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12. Tertiary qualification or equivalent with 3 years or more experience working with Community, health promotion. Computer Literacy – MS Office (Word, Excel, Outlook & PowerPoint). Flexibility and ability to adapt to changes. Coordination and Supervision skills. Good communication skills (Written and Verbal). Strong interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations and NGO’s. Ability to liaise with stakeholders within the District. Must have a valid code 8 or 10 driver’s license.

DUTIES: Provide support and guidance to Sub-District Health Promotion Staff for the implementation of Mental Health Programmes. Participate in operational Planning and implementation of strategies to meet sub-District objectives. Coordinate Mental Health Campaigns. Support the implementation of Ideal Clinics. Prepare weekly, Monthly, Quarterly Plans and Reports. Show quality improvements of the programmes. Coordinate management of information, communication (IEC) Material within their Sub-District. Assist Disease Outbreak Respond Teams. Take part in engaging the community on matters relating to Mental Health. Organize and Conduct Mental Health Trainings within the District & Sub-Districts. Carry out other relevant duties as may be delegated by the Programme manager. Establish and maintain support groups within the District. Take part in Gauteng turnaround strategy. PCH Reengineering and Establishment of the Sub-District.

ENQUIRIES: Mr. N.A Mbele Tel No: 016 950 6000
APPLICATIONS: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records.
Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

**CLOSING DATE**: 07 May 2021

**POST 13/195**: PROFESSIONAL NURSE – GENERAL REF NO: NURSING 05/2021 (X3 POSTS)

Directorate: Nursing

**SALARY**:
- Grade 1: R256 905 per annum (plus benefits)
- Grade 2: R315 963 per annum (plus benefits)
- Grade 3: R383 226 per annum (plus benefits)

**CENTRE**:
- Kopanong Hospital

**REQUIREMENTS**:
- Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must be computer literate, have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the National Core Standards, Batho-Pele principles, Ministerial Priorities and Patients’ rights.

**DUTIES**:
- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the 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 effective communication with patients, supervisors and other Clinicians, including report writing when required. Work as part of the Multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Display caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.

**ENQUIRIES**:
- Ms Polo ME Tel No: (016) 428 7130

**APPLICATIONS**:
- Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

**NOTE**:
- Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, certified copies of ID and qualifications not Older than six months must be submitted. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

**CLOSING DATE**: 03 May 2021

**POST 13/196**: PROFESSIONAL NURSE GENERAL REF NO: REFS/006547

Directorate: Nursing

**SALARY**:
- Grade 1: R256 905 – R297 825 per annum (plus benefits) (X3 Posts)
- Grade 2: R315 963 – R362 865 per annum (plus benefits) (X2 Posts)
- Grade 3: R383 226 – R485 475 per annum (plus benefits) (X1 Post)
CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS:

Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery. Current registration with the SANC as a Professional Nurse. Grade 1: Less than 09 years’ relevant experience as a Profession Nurse after registration with SANC. Grade 2 with at least 10 years but less than 19 years’ relevant experience as a Professional Nurse after registration with SANC. Grade 3 with 20 years and above relevant experience as a Professional Nurse after registration with SANC.

DUTIES:

Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patients’ needs, requirements and Batho-pele expectations. Work effectively, cooperatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform Clinical nursing practice in accordance with scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Willing to rotate through departments and work night duty. Promote quality of nursing care as directed by professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspect of ideal Hospital Realisation. Management of complaints and patient’s safety incidents. Willing to attend in-service training.

ENQUIRIES: Ms. D.S Ngwenya Tel No: 011 951 6045

APPLICATIONS: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE:

Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications, drivers license, SANC registration as a Professional Nurse and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel suitability Check (PSC) verification (Reference check, qualification verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and safety Act5 of 19193.

CLOSING DATE: 03 May 2021

POST 13/197: PARAMEDIC GRADE 1–4 (X10 POSTS)

Directorate: Emergency Medical Services

SALARY: R254 382 – R461 940 per annum (plus benefits)

CENTRE: Various Districts

REQUIREMENTS:

Grade 1: Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). Grade 2: Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. Grade 3: Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP
requires no experience. **Grade 4:** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as a Paramedic or successful completion of a B Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as a Paramedic (CCA or NDIP) or ECP and proof of current registration. 24 years’ experience required after registration with the HPCSA as a Paramedic (CCA), 17 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and 10 years’ experience required after registration as an ECP.

**DUTIES:**
Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Always maintain the unit in a clean condition and good working order. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station Manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

**ENQUIRIES:** Mr C Errakiah Tel No: (011) 564 2053

**APPLICATIONS:** Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnelli Street, Midrand or posted to P.O Box 8311 Halfway House 1685

**CLOSING DATE:** 07 May 2021

**POST 13/198**

**PHARMACIST ASSISTANT (POST-BASIC) GRADE1 REF NO: SBAH 42/2021**

Directorate: Pharmacy

**SALARY:** R208 383 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:** Registration with the South African Pharmacy Council as a qualified Post Basic Pharmacist Assistant for a period of 0 to 5 years. Communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, administrative skills, time management, computer skills, good interpersonal skills, teamwork skills and knowledge of medicine supply management.

**DUTIES:** Stock control of medicine which includes: ordering, receiving, issuing and maintenance of stock. Compounding or preparation of sterile or non-sterile medicines in accordance with standard operating procedures. Reading and preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Recording of all transactions in accordance to the standard operating procedure. Compliance to good Pharmacy Practice and any other task necessary for the provision of quality pharmaceutical services.

**ENQUIRIES:** Mrs. Deyssel L Tel No: 012 354 1282
APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE: 03 May 2021

POST 13/199: CLINICAL ENGINEERING TECHNICIAN ASSISTANT (X1 POST)
Directorate: Engineering

SALARY: R173 703 – R204 612 per annum

CENTRE: Far East Rand Hospital

REQUIREMENTS: Grade 12 with N6 Electrical Engineering (Light Current). National Diploma N Diploma/ National Diploma in Electrical Light Current or Clinical Engineering will be an added advantage. Minimum of 1-2 years of experience in Electrical Light Current/ Electronics /Clinical will be an added advantage. Appointment requirements: registration with an appropriate professional council (CEASA).

DUTIES: Repair, maintain and control of all medical equipment. Calibration and installation service of all medical equipment. Perform safety inspection functions on all medical equipment to ensure a safe standard of service. Liaise with service providers to ensure quality outcome. Responsible for the day to day functioning of the workshop. Ensure that detailed service maintenance schedules are implemented. Attending to urgent call outs for medical equipment within the hospital. Keep records of all repair, service and movement of medical equipment. Assist with asset verification, condemning and disposal of medical equipment. Make sure that accessories for medical equipment are available in storeroom. Receiving and making sure of functionality of medical equipment from service providers. Execute any lawful instruction by the supervisor or delegated authority.

ENQUIRIES: Ms. R.B Mankwana Tel No: 011 812 8363

APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 07 May 2021

POST 13/200: SECRETARY REF NO: CCRC/SEC/2021/03/01
Directorate: Administration

SALARY: R173 703 per annum (plus benefits)

CENTRE: Cullinan Care & Rehabilitation Centre (CCRC)

REQUIREMENTS: Grade 12 plus a recognized Administrative / Secretarial Diploma or Equivalent Qualification Coupled with at least 3 years’ experience in an office management environment or as a Secretary. Knowledge of administrative processes, advanced use of MS Office Suite and Internet. Experience in dealing with the public. Proficiency in English and sound verbal and written communication skills. Ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High level of reliability and ability to handle information confidentially. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must be able to work under pressure, take initiative and work independently.
DUTIES: The incumbent will be responsible for, but limited to: Provide secretarial/Administrative support services to the Nursing Manager and management in relation to logistical requirements in the Office of the Nursing Manager, Diary management, dealing with logistics of meetings like preparing the venue as well as the agenda and taking of accurate minutes; prove an advanced administrative support service to the Nursing Manager with regards to coordinating and managing incoming and out-going calls and correspondence, liaise with the office of the Chief Director on behalf of the Nursing Manager: Support the Nursing Manager with administration of budget and petty cash requirements: stay up to date with regards to applicable prescripts, policies, and procedures to ensure efficient and effective support the Nursing Manager. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES: Ramolumisi AC Tel No: 012 734 7047
APPLICATIONS: can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan or posted to Private Bag X 1005, Cullinan, 1000.
NOTE: Applications must be submitted on a new approved Z83 form with comprehensive CV, 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 are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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 verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.

CLOSING DATE: 03 May 2021

POST 13/201: STAFF NURSE (ENROLLED NURSE) GRADE 1 REF NO: KOP 07/2021 (X2 POSTS)
Directorate: Nursing
SALARY: R171 381 per annum
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 Certificate plus Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Must have current registration with SANC. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing Skills, ability to function as part of a team and interpersonal skills. Must be prepared to work shifts including night duty, weekends and public holidays.
DUTIES: Provide elementary nursing services under the Supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the Code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager. Be able to demonstrate basic communication with patients, supervisors, and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organize own work and that of support personnel to ensure proper nursing care. Knowledge of Batho Pele Principles, Ideal Hospital Realisation and Maintenance and Patients `Right Charter.
ENQUIRIES: Ms ME Polo Tel No: (016 428 7130)
APPLICATIONS: Kopanong Hospital, 2 Casino Road, Duncanville 1939 or Posted to Private bag x031 Vereeniging 1930.
NOTE: Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, Certified copies of ID and qualification not older than six months must be submitted. People with Disabilities are encouraged to Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
CLOSING DATE : 03 May 2021

POST 13/202 : ENROLLED NURSE ASSISTANT REF NO: KOP 06/2021 (X1 POST)
Directorate: Nursing

SALARY : R132 525 per annum
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 / Matric and Auxiliary nursing certificate and registered with South African Nursing council (SANC) as Nursing Auxiliary. Willing to rotate, work shifts, weekends public holidays and night duty.
DUTIES : The incumbent will work under direct supervision of a professional nurse in the area allocated. The provision of basic nursing care according to the scope of practice of nurses of his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope practice, knowledge of Ideal Hospital Realization and Maintenance Standards, Batho Pele Principles, Ministerial Priorities and Patients’ Rights.
ENQUIRIES : Ms ME Polo Tel No: (016 428 7130)
APPLICATIONS : Kopanong Hospital, 2 Casino Road, Duncanville 1939 or Posted to Private bag x031 Vereeniging 1930.
NOTE : Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, Certified copies of ID and qualification not older than six months must be submitted. People with Disabilities are encouraged to Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE : 03 May 2021

POST 13/203 : MEDICAL SPECIALIST IN FORENSIC PATHOLOGY (20 SESSIONS PER MONTH) REF NO: REFS/008537 (X1 POST)
Directorate: Forensic Medical Services

SALARY : Grade 1: R532.00 per hour (all-inclusive package)
Grade 2: R608.00 per hour (all-inclusive package)
Grade 3: R706.00 per hour (All-inclusive package)
CENTRE : Diepkloof FPS
REQUIREMENTS : Appropriate qualifications with proven registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology
Grade 1: None after registration with the HPCSA as a Medical Specialist.
Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist.
Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Ability and 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; A valid driver’s license; Willingness to perform medico-legal death investigations, including performance of forensic autopsies; Willingness to give evidence in Courts; Computer literacy (MS Word, Outlook, Excel and PowerPoint); Willingness to obtain the CMSA Dip For Med(SA) qualification within 1 year to 24 months; Good 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 standardised, quality forensic pathology service; Completing documents for statistical and data analysis purposes; The maintenance of records and reports including archiving and filing; Participation in 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 : Dr. S Holland cell @ (082) 781 5571
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. The department reserve the right to fill and not to fill the advertise post.

CLOSING DATE: 07 May 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za
CLOSING DATE: 07 May 2021
NOTE: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at http://professionaljobcentre.gpg.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 13/204: DEPUTY DIRECTOR: EDUCATION & AWARENESS REF NO: REFS/008607

SALARY: R733 257 per annum (All-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus an appropriate Degree or equivalent qualification in Public Management and/or related field of study. Minimum of 3 to 4 years’ experience in a Junior Management position and 5 to 8 years’ experience in fraud prevention. Driver’s license: Code C1 driver’s license is required. Skills: Communication skills (verbal and written), Interpersonal skills, Language proficiency, Leadership skills, Analytical skills, Report writing skills, Computer literacy, Facilitation skills, Project management, Problem solving and analysis, Strategic planning and organising, People management. Knowledge of the Public Service Act and regulations. Understanding of legal framework relating to Fraud Prevention (Protected Disclosure Act, PRECCA etc), the Public Financial Management Act and Treasury Regulations. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage.

DUTIES: To conduct anti-fraud and corruption workshop and awareness campaigns to promote the Code of Conduct amongst employees and stakeholders through communication and education, and enforce Departmental policies, procedures,
rules, regulations and relevant legislation on prevention of corrupt activities. To review strategies and policies to combat fraud and corruption and promote ethical conduct within the Department. To conduct fraud risk assessment and conduct fraud detection reviews in business units exposed to the high risk of fraud Department. To ensure that communication tools on fraud, corruption and ethics are developed, procured and marketed throughout the Department. To provide administrative support, reporting and capacity building within the business unit.

ENQUIRIES: Ms K Kunene cell @ 072 315 9992

POST 13/205: CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: REFS/008608

SALARY: R718 059 – R766 278 per annum (All-inclusive package). Salary will depend on the experience of the successful candidate.

CENTRE: Westrand Region


DUTIES: Facilitate, coordinate and monitor the implementation of Housing and Essential Service Delivery Programmes in the Westrand Region. Oversee project management processes applied by management, PRT’s and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, and monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial and departmental policies and other relevant legislation.

ENQUIRIES: Ms K Kunene cell @ 072 315 9992

POST 13/206: ASSISTANT DIRECTOR: INVESTIGATION REF NO: REFS/008609

SALARY: R376 596 per annum

CENTRE: Johannesburg

REQUIREMENTS: Matric plus an appropriate Degree or equivalent qualification in Public Management and/or related field of study. 2-5 years' functional experience in fraud and corruption investigation. Driver’s license: Code C1 driver’s license is required. Knowledge and skills required: Knowledge and understanding of investigation methodologies. Project Management, Report writing and Computer skills. Experience in performing complex investigations and forensic investigation analysis of financial documents. Proficiency in forensic techniques, including ability to develop and execute investigative work plans. Ability to analyse and recognise evidence in financial records and supporting source documents. Ability to reconstruct complex financial and or business transactions. Knowledge and understanding of criminal law processes and procedures, law of evidence, court procedures. Experience with working with law enforcement agencies like SAPS, NPA and SIU. Knowledge and understanding of Housing Legislation and Policy PFMA; and Protected Disclosure Act; and the Prevention and Combating of Corrupt Activities Act; Treasury Regulations and all other relevant prescripts. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage.

DUTIES: Assist to conducts diverse, complex, and sensitive investigations into issues of fraud and corruption within the organization. Assist to initiate investigation projects within the organization and provide plans and strategies on how to conduct...
investigations. Assist to provide reports and presentations of investigative results which enable and support fraud risk management decision-making. Assist to provide intricate liaison with law enforcement agencies in the investigation and prosecution of criminal matters. Assist to provide primary leadership, to include case review and case assignment, for all requests for investigative services.

ENQUIRIES : Ms A Mogaswa cell @ 072 313 8052

POST 13/207 : ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: REFS/008610

SALARY : R376 596 per annum

CENTRE : Johannesburg

REQUIREMENTS : Matric plus National Diploma in Accounting or Financial Management (NQF Level 6). 3-4 years relevant experience in Assets Management. A valid driver’s License.

DUTIES : Maintain complete asset register for the department. Ensure that all procured assets are barcoded when delivered. Ensure all signed off movement forms are updated in the asset register. All assets disposed of and written off removed from the main asset register to disposal register. Develop verification plan. Submit a disposal list of identified assets to be disposed. Conduct spot checks and asset verification yearly, and identify Redundant, Obsolete assets and lost asset for disposal. Ensure that all assets are bar-coded, duplicates are corrected, and offices have inventory lists and asset register is updated. Verification reports submitted with findings and recommendations. Ensure the performance of asset reconciliation between BAS/SAP register is complete and ensure correct classification, in case of misallocation and correct journals. Ensure preparation of asset reconciliation and sign it off on a monthly basis and submit for review and approval. Ensure submission of a complete signed monthly reconciliation to Provincial Accounting System (PAS). Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve uncleared items. Ensure that all departmental assets are safeguarded and properly utilised. Dispose of unwanted, obsolete, unserviceable and redundant assets and update the FAR. Maintain complete disposal register and Loss register. Coordinate Asset Disposal Committee Meetings. Submit disclosure notes of all assets for IFS and AFS. Reporting on verification plan with findings. Reporting on section 40 and section 42 of PFMA. Attend to and respond on the auditor’s queries during the audit. Reporting on maintenance, disposals and movement of assets. Preparation and maintain lease registers relating to departmental Machinery and equipment (Fleet, Photocopying Machine and Departmental Cell Phones). Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve uncleared items. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations’ Financial Delegations and Risk Management. SKILLS: Communication, Computer literacy, Analytical, Presentation, Report writing, Leadership, Planning and Organising.

ENQUIRIES : Ms M Tshabalala cell @ 063 691 4046

OFFICE OF THE PREMIER

It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.

APPLICATIONS : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabe, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za, (GPG Professional Job Centre). (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 03 May 2021

NOTE : Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact
Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 13/208 : DIRECTOR-GENERAL: GAUTENG OFFICE OF THE PREMIER REF NO: 008584

(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R1 978 533 – R2 228 820 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.

CENTRE : Johannesburg

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in the following fields: Public Management, Business Administration, Social Science, Law, Strategic Management, Human Resources and Finance or equivalent. 8 to 10 years’ experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a sizeable budget as well as a good understanding of and competency in Strategy Development and Management, Corporate Governance, Financial Management systems including cost containment, budgeting and expenditure control. The successful candidate must demonstrate knowledge and understanding of government priorities and the operationalisation thereof into key policy directives including Government’s Outcomes Based Approach, Theory of Change, Performance monitoring and evaluation, Strategic leadership, Change management and Project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, Compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to
work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

**DUTIES**

The Director General is overall responsible for exercising strategic leadership over the performance of the Gauteng Provincial Administration and the Office of the Premier by: Driving the Transformation, Modernisation and Reindustrialisation. Driving the coordination and implementation of Growing Gauteng Together. Driving a capable, ethical and developmental state. Adapting an organisational structure that is fit for purpose. Strengthening intergovernmental relations and the District Development Model. Driving transformation of state and society. Driving and coordinating government communications. In addition to the above, the Director General: Is accountable to the Premier and will serve as the Accounting Officer of the Gauteng Office of the Premier in accordance with the provisions of the PFMA. Serves as Cabinet Secretary to the Executive Council with the primary aim to ensure the effective functioning of all governance structures and the discharging of the statutory responsibility in terms of the Constitution, 1996. Support the Premier in coordinating and implementing GPG policies, as well as statutory and political responsibilities effectively and efficiently. Represent the department at various national and provincial intergovernmental fora. Provides strategic leadership to the Department and Overseeing the development, implementation, and monitoring of organisational programmes in line with organisational policies. Ensures sound financial management and application of good corporate governance principles. Drive the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a ‘smart province. Drive the delivery agenda of the Gauteng Provincial Government (GPG), Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Drive and coordinate the Improvement the quality of life of the citizens of Gauteng and Promote Gauteng as a Global City Region.

**ENQUIRIES**

Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 13/209**

CHIEF DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: 008583

**SALARY**

R1 251 183 – R1 473 852 per annum, (all-inclusive remuneration package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

An appropriate NQF level 7 qualification in Public Administration, Politics, Economic Policy, Social Policy, Public Policy & Governance, Policy Studies and/or relevant qualification. An appropriate postgraduate qualification in the Policy Development and Research will be an added advantage. 5-10 years relevant functional experience in the Senior Management position with proven managerial skills, of which 3 years in the public sector environment. The successful candidate must possess strong research, strategic, leadership, and management skills. A good understanding of government priorities and knowledge of the South African political landscape and the socio-economic environment within which Public Service delivery takes place. Understanding of the legislature proceedings and parliament. Understanding of Parliamentary procedures and standing rules of the Legislature. Key Competencies: Demonstrable Policy analysis, formulation and research; analytical and problem-solving; Communication (written and verbal). financial management, programme and project management, people management and empowerment competencies. Attributes: Ability to work under pressure, in a team and independently and to cope with a high workload discipline. S/he must be assertiveness, innovative and creative.

**DUTIES**

As part of the Senior Management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/ or coordination of the following functions: Lead and manage policy research and development across the Gauteng City Region (GCR). Determination of the norms and standards for policy development and monitoring and evaluation in the Social, Economic, Governance and Planning clusters within the GCR. Conduct analysis of the literature on the policy development for GCR. Provide evidence-based
decision making in the GCR. Analyse and assess cabinet memos, resolutions and public service charter and provide evidence-based decision making. Manage the GCR Data Office, working with e-Government and establish policy that filters to all Gauteng Province (GP) civil servants. Ensure proper storage of data as well as the transmission requirements of specific data. Manage the Chief Directorate: Policy Research and Development.

ENQUIRIES
Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 13/210
DIRECTOR: EXECUTIVE COUNCIL SOCIAL CLUSTER SUPPORT REF NO: 008591

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

CENTRE
Johannesburg

REQUIREMENTS
An appropriate NQF level 7 qualification in Social Science. An appropriate postgraduate qualification in the Social Sciences will be an added advantage. 5-10 years relevant functional experience in middle management with proven managerial skills, 3 years of which should be in the public sector environment. The successful candidate must possess strong strategic, leadership, and management skills. A good understanding of government priorities and knowledge of the South African political landscape and the socio-economic environment within which Public Service delivery takes place. S/he should possess a good knowledge of Government policies and Prescripts. S/he should have experience in research, policy development, formulation and analysis as well experience in managing multi-disciplinary teams. Key Competencies: Policy analysis, formulation and research; analytical and problem-solving skills; Good communication (written and verbal), financial management, programme and project management, people management and empowerment skills. Service delivery innovation and strategic planning skills with a strong focus on client orientation. Attributes: Ability to work under pressure, in a team and independently and to cope with a high workload discipline. S/he must be assertiveness, innovative and creative.

DUTIES
As part of the senior management team in the Office of the Premier, the incumbent will be responsible for the overall management and/or coordination of the following functions: Provide strategic and technical policy and research advice, and coordinate support to Departments in the Social Cluster on Executive Council matters. Manage the development and coordination of the Social Cluster Cabinet Programme (Executive Council programme) and identify issues that require the collective consideration of the Social Cluster in line with the provincial strategic priorities; Executive Council decisions and from environmental scans on socio-economic and development issues related to the social sector. Provide leadership of the Directorate, ensure that performance targets of the directorate are achieved and manage resources efficiently and effectively in accordance with Public Service policies and prescripts and ensure sound human resources management.

ENQUIRIES
Ms Sylvia Mtshali Tel No: (011) 355 6280

PROVINCIAL TREASURY

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 a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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

CLOSING DATE
03 May 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 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 as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 13/211

DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE SPECIALIST REF NO: GPT/2021/4/1 (X2 POSTS)
Directorate: SFRM

SALARY
R733 257 per annum (All-inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
A three-year tertiary qualification (NQF Level 7) as recognized by SAQA. In Built Environment: Quantity Surveying or Engineering or Construction Project Management. 3 – 5 years’ experience in the monitoring of infrastructure projects/programmes post qualification. 3 – 5 years’ experience at junior management level (ASD).

DUTIES
To implement the Provincial Treasury Infrastructure provincial mandate to improve infrastructure planning, budgeting, delivery, monitoring and reporting in terms of the allocated Provincial Departments. Infrastructure Capacity Building. Infrastructure Oversight. Infrastructure Portfolio Management. Infrastructure Programme and Project Management. Operations and Maintenance.

ENQUIRIES
Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 13/212

ASSISTANT DIRECTOR: NORMS & STANDARDS REF NO: GPT/2021/4/2
Directorate: Financial Governance

SALARY
R376 596 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
A three-year tertiary qualification (NQF Level 6) as recognized by SAQA. Degree or National Diploma in Risk Management / Auditing / LLB. A Postgraduate Diploma in Compliance Management will be an added advantage. 2-3 years’ experience in public sector in areas of Risk Management / Compliance Auditing / Compliance Management.

DUTIES
Conduct compliance risk assessments for GPG Public Entities and Trading Entities. Conduct compliance assessments with the provisions of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation within GPG and provide mitigation measures and effective interventions. Assist in providing oversight on the implementation of governance arrangement and banking framework for the GPG Public Entities. Assist in providing advice to Accounting Officer/Accounting Authority with regards to PFMA requests and other related legislation. Facilitate the creation and listing process of
GPG Agencies and the De-Establishment of GPG Agencies. Provide training on PFMA and other legislations GPG Agencies.

ENQUIRIES: Ms. Linda Ninzi Tel No: (011) 227 9000

POST 13/213: ASSISTANT DIRECTOR: STATUTORY DEDUCTION MANAGEMENT REF NO: GPT/2021/4/3
Directorate: Financial Governance

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A three-year qualification (NQF level 6) as recognised by SAQA in Accounting / Finance. 3 – 5 years’ experience in Statutory Deductions Management environment as an administrator. Experience in use of Persal, BAS and SAP. Project management will be an advantage. Candidates may undergo a simulation test.

DUTIES: To provide operational support in terms of compliancy to Tax legislations and effective Management of statutory deductions related accounts. Clear salary related ledger account for all GPG Departments. Monthly & Bi-Annual Tax and UIF Reconciliation. Perform other value add services namely: Online Payroll Certification support, Revenue Management Support Services, Provide Verification Services, Investigating and clear Persal Exceptions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management.

ENQUIRIES: Ms. Linda Ninzi Tel No: 011 227 - 9000

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.

APPLICATIONS: can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000.
FOR ATTENTION: Mr Moses Mbedana Tel No: 011 227 0139
CLOSING DATE: 03 May 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. 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.

OTHER POST

POST 13/214: SENIOR ADMINISTRATIVE OFFICER: RESEARCHER REF NO: SD/2021/04/01

SALARY: R316 791 per annum (Plus Benefits)
CENTRE: Head Office (Johannesburg)
REQUIREMENTS: A three-year tertiary qualification at NQF level 6 or 7 in Research, with 2-3 years' experience at supervisory level as a researcher. Skills and knowledge: Basic research, Basic research analysis, Basic research advocacy and Basic research problem identification skills, Basic knowledge of research practice and methodology and Basic knowledge of research design and methodology.

DUTIES: Development of small-scale research projects in the Department: Design small scale complex research projects. Implementation of small-scale research projects in the Department: Lead small scale research selection panels. Provision of small-scale research reports: Compile small scale research reports. Research Advocacy
to key role players: Present small-scale research briefing sessions to role players. Management of small-scale research projects: Schedule departmental small-scale research projects.

ENQUIRIES

Mr Moses Mbedana Tel No: 011 227 0139

NOTE

The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Sibusiso Nkosi. All applicants are also encouraged to number the pages of their CV and the attached certified documents.
ANNEXURE T

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

APPLICATIONS

To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg

FOR ATTENTION: Mr LA Nyilenda

CLOSING DATE: 07 May 2021 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the State Security on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 13/215: CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: 2/2021(MID)

Chief Directorate: Municipal Infrastructure

SALARY: R1 251 183 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil/ Electrical Engineering coupled with 5 years' experience at a senior managerial level within the infrastructure planning and development environment. Furthermore the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of relevant legislations (MFRA, MPRA, MFMA, Municipal Systems Act), Knowledge of legal compliance, Knowledge of project management, policy analysis and strategic planning, Knowledge of infrastructure development and programme management, Knowledge of financial management and supply chain management, Knowledge of the structure and functioning of government as well as Infrastructure development environment in South Africa, Knowledge of operation and maintenance planning and implementation, Engineering and professional judgment skills, Strategic capability and leadership skills, Planning, organizing as well as time management skills, Decision making and problem solving skills, Negotiation and conflict resolution skills, Team leadership and change management skills, Management of finances and financial skills, Project management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid drivers license.

DUTIES: The successful candidate will be required to facilitate and monitor infrastructure development within municipalities with the following key responsibilities: - Manage and facilitate municipal infrastructure development, Manage and facilitate sustainable service delivery, Ensure the management of infrastructure finance,
Co-ordinate water sanitation and energy services planning, Manage the resources of the Directorate.

**ENQUIRIES**: Ms B Mgutshini at Tel No: 033 8975672

**NOTE**: All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**OTHER POSTS**

**POST 13/216**: DEPUTY DIRECTOR: WATER AND SANITATION REF NO: 3/2021 (MID)

Chief Directorate: Municipal Infrastructure
Directorate: Sector Co-Ordination and Planning
Re: Advertisement (All applicants who applied previously must re-apply if they wish their applications to be considered)

**SALARY**: R869 007 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE**: Pietermaritzburg

**REQUIREMENTS**: The ideal candidate must be in possession of a National Diploma or NQF level 6 as recognised by SAQA in the field of Development/ Built Environment within Civil/Water Sector or related qualification coupled with 3 years junior management experience in water and sanitation provision in public/municipal sector. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of relevant legislation & policies, Knowledge of the structure and functioning of government, Knowledge of service delivery policy, Knowledge of water and sanitation delivery; legislation, processes and policies; the structure of the water and sanitation sector as well as the functioning of government, Knowledge and application of project management, Awareness & understanding of the service delivery environment, Good team development, decision making and problem solving skills, Well developed conceptual and applied research skills and stakeholder management, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers license.

**DUTIES**: The successful candidate will be required to facilitate municipal basic service delivery with the following key responsibilities:- Establish forums for co-ordination of water and sanitation delivery, Support provision of Free Basic Water and Sanitation, Research and develop water and sanitation strategies, new and alternative technology, Coordinate the water and sanitations, Monitor and evaluate provision of Free Basic Water and Sanitation, Implement municipal capacity building programmes, Manage the resources of the sub-directorate.

**ENQUIRIES**: Ms IT Khuzwayo at Tel No: 033 3556188

**POST 13/217**: DEPUTY DIRECTOR: ADMINISTRATION-OFFICE OF THE DDG REF NO: 1/2021 (DPB)

Branch: Development and Planning

**SALARY**: R733 257 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE**: Pietermaritzburg

**REQUIREMENTS**: The ideal candidate must be in possession of a National Diploma or NQF level 6 as recognised by SAQA in Local Government/ Administration Field/ Public Administration or related qualification coupled with 3 years junior management experience in the administration environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of public service legislation and interpretation of relevant legislation, Knowledge of departmental polices and guidelines, Knowledge of municipal functions and applicable legislation, Good planning, problem solving and decision making skills,
DUTIES: The successful candidate will be required to provide operational support to the DDG of the Development and Planning Branch with the following key responsibilities: Coordinate and integrate the activities of the branch, facilitate strategic partnership between the branch, department and municipalities, manage outstanding matters between the office of the DDG and all key stakeholders, manage operation activities of the DDG, manage the resources of the unit.

ENQUIRIES: Ms B Mgodini at Tel No: 033 8975672

DEPARTMENT OF HEALTH

OTHER POSTS

POST 13/218: HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 17/21
Component – Orthopaedics
Re-advertisement

SALARY: R2 161 416 per annum (All-inclusive package), excluding Commuted overtime (employee must meet the prescribed requirements)

CENTRE: Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS: A tertiary qualification (MBCHB); A qualification that allows for registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Proof of current registration with the HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; Seven years' experience as a Medical Specialist after registration with HPCSA as a Medical Specialist or a recognized Medical Sub-specialty; and Certificate of certificate / proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Those candidates who previously applied for the post must re-apply. Recommendations: Experience as a Head Clinical Unit. Computer literacy and proficiency in Microsoft Office suite. Driver's license. Knowledge, Skills, Experience and Competencies: Comprehensive managerial and leadership skills and competencies to Head the Orthopaedics Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Orthopaedics services in "Area 2". Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Orthopaedics Department. Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention. Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management. Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality, Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles. Sound knowledge and experience of relevant ethical, medico-legal and RAF matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children’s Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.

DUTIES: The incumbent will head the Orthopaedics Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist Orthopaedics services within “Area 2”. Ensure provision of a cost-effective and high quality Orthopaedic service 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey’s Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Orthopaedics Department, which meets the Department of Health’s needs, and
develop and manage the Orthopaedics Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to ALOS, BUR and bed turnover rates in Orthopaedic wards, mortality and morbidity, waiting times, etc. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including Morbidity and Mortality meetings on a monthly basis, at least quarterly Clinical Audits, utilization reviews, etc. Good record-keeping, including maintenance of statistics, surgery / theatre data, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations, conflict management. Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in Orthopaedics. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, allied health, etc.), including MMED supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times for surgery, reducing bed sore rate, etc. Prudent fiscal and other resource management, including management of Implants budget, adherence to Surgical Implants contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Effective risk management, including maintaining a risk register for the Orthopaedics Department. Chair and actively participate in relevant committees at Grey’s Hospital as may be required, chair at least monthly Orthopaedics Departmental meetings. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in “Area 2”. Maintain close liaison with the Department of Orthopaedics at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage / address client complaints which may arise in the Orthopaedics Department. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Evaluate patients admissions, diagnosis. Waiting time for surgery/length of stay.

ENQUIRIES: Dr K.B. Bilenge Tel No: 033 897 3321
APPLICATIONS: to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs M. Chandulal
NOTE: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 17/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). Employment equity target for this post is: An African male

CLOSING DATE: 03 May 2021
POST 13/219: HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 18/2021 Internal Medicine Unit
SALARY: R1 728 807 per annum, all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
CENTRE: Ngwelezana Tertiary Hospital
**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia Unit, A minimum of 3 years’ appropriate experience as a Medical Specialist in Anaesthetic Unit after registration with the HPCSA as a Medical Specialist in Anaesthesia, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

**DUTIES**

Deputize the Head Clinical Department of Anaesthetics Unit. Participate in the co-ordinate of Anaesthetics Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES**

Dr RS Moeketsi Tel No.: 083 788 4122

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Dr Moeketsi

**NOTE**

Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

03 May 2021 (Late applications will not be accepted)
POST 13/220: MEDICAL SPECIALIST GRADE 1/2/3: EMERGENCY MEDICINE

DEPARTMENT: MED 12/2021 (X1 POST)

SALARY:
Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive remuneration package)
Grade 2: R1 264 623 - R1 342 230 per annum (All-inclusive remuneration package)
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive remuneration package)
PLUS 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE:
Edendale Hospital

REQUIREMENTS:
Grade 12 Certificate, Appropriate qualification in Health Science, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the Emergency Medicine, Current registration with the HPCSA as a Medical Specialist (2021-2022). N.B: Candidates who have successfully attained the FCEM (SA) and are awaiting specialist registration with the HPCSA will be considered for this post. Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Sound clinical knowledge and experience of procedures and protocols in Emergency Medicine. Good verbal and written communication skills and interpersonal skills. Cross cultural awareness. Sound teaching and supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team.

DUTIES:
Assist the Head of Clinical Unit (HCU) to ensure an optimal Emergency Medicine service. Assist the HCU in the development of management protocols / policies for the department. Provide Emergency clinical care and oversight as expected of a specialist in EM. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Training of registrars, nurses, junior doctors and colleagues and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. Supervise, teach and assess medical students. Performance of overtime duties (including a shift work roster) is a requirement.

ENQUIRIES:
Dr. N. Dufourq Tel No: 033-395 4752/ 082 322 5548, Email: Nicholas.Dufourq@kznhealth.gov.za

APPLICATIONS:
All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION:
Mr. T.C. Manyoni

NOTE:
Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE:
03 May 2021
POST 13/221

MEDICAL SPECIALIST GRADE 1/2/3: ANAESTHESIOLOGY/ICU
DEPARTMENT REF NO: MED 13/2021 (X1 POST)

SALARY

Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive remuneration package)
Grade 2: R1 264 623 - R1 342 230 per annum (All-inclusive remuneration package)
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive remuneration package)
PLUS 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE

Edendale Hospital

REQUIREMENTS

Senior Certificate (Matric), MBCHB or equivalent qualification, FCA (SA) or MMed (Anaes), PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Specialist Anaesthesiologist, Current practice with the HPCSA as a Medical Specialist (2021/2022). Please Note: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. Specialist cover at Edendale Hospital is shared between the Anaesthetic and Critical Care Departments. The purpose of the post is to develop advanced anaesthetic skills as well as develop an interest in critical care. The facility to spend 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post. Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES

To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey’s, Northdale and Edendale). Willingness to rotate through ICU for up to 6
months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

ENQUIRIES: Dr Jonathan Invernizzi Tel No: 082 385 8915, Email: jonathan.invernizzi@kznhealth.gov.za

APPLICATIONS: All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

FOR ATTENTION: Mr. T.C. Manyoni

NOTE: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE: 03 May 2021

POST 13/222: ASSISTANT MANAGER: PHARMACEUTICAL SERVICES: REF NO: HRM 32/2021 (X1 POST)

Directorate: Pharmacy

SALARY: R897 936 – R1 042 095 per annum, (All inclusive salary package). Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: Senior Certificate/Grade 12 or equivalent PLUS, Degree/Diploma in Pharmacy PLUS Registration certificate with SAPC as Pharmacist, Current registration with SAPC as a Pharmacist (certificate) PLUS Certificate of service endorsed by HR dept. A minimum of 3 years experience after registration with SAPC as a Pharmacist. Recommendation: Computer Literacy, A valid driver's license, Managerial or supervisory experience, Submission of at least four CPDs as per SAPC requirement. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Pharmaceutical Services, policies, approaches and procedures, In depth knowledge and experience in pharmacy supervision and management, Knowledge, understanding and application of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicine, Excellent communication skills (verbal and written), Good team building, problem solving and leadership skills, Knowledge and skills in managing quality improvement programs, Sound knowledge of tertiary health services and national drug policy.

DUTIES: Provide comprehensive pharmaceutical services to patients, wards and departments, Effective stock control and medicine supply management including procurement, distribution within the hospital and security of medicine, Develop protocols, standard operating procedures and guidelines for an effective and efficient quality pharmaceutical services, Monitor patients treatment and medicine usage through clinical audits, medicine utilization reviews and ABC analysis, Conduct service assessment and implement quality improvement programs, Work as part of a multidisciplinary, Manage and supervise various pharmacy sections i.e. inpatient, outpatient and pharmaceutical stores including human resource management in terms of laid down legislative prescripts, policies and procedures, Compile relevant reports for submission to Pharmacy manager and/or other relevant stakeholders.

ENQUIRIES: Mrs. S.I. Hlongwana Tel No: 031 360 177

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin Building or posted to Private Bag X02, Congella, 4013.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected
(candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE: 03 May 2021

POST 13/223: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 19/2021

Internal Medicine & Neurology

SALARY:

Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS:

Grade 1: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies.

Grade 3: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 11 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies.

DUTIES:

Provision of quality patient centred care for all patients within the department of Internal Medicine and the Department of Neurology. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care in the department of Internal Medicine. Assist in the development of undergraduate and or post graduate medical students and interns. Participation in activities within the discipline including case presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshop and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES:

Dr KS. Shange Tel No: 072 061 7598

APPLICATIONS:

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or
hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION : Mr M.P Zungu
NOTE : Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 03 May 2021 (Late applications will not be accepted)

POST 13/224 : ASSISTANT MANAGER NURSING (MEDICAL & PSYCHIATRY) REF NO: NGWE 20/2021

SALARY : Grade 1: R614 991 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Diploma / Degree in General Nursing and Psychiatry. A post basic qualification in Advance. Psychiatry or Critical Care. Registration with the SANC as a Registered Nurse and Psychiatric Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care or trauma unit after obtaining post basic qualification in Advanced Psychiatry or Critical Care Nursing. A minimum of 3 years recognizable working experience at management level.

DUTIES : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care in Medical and Psychiatry wards. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with supervisors, other health professionals and junior colleagues including complex report writing. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the units adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for medical and psychiatry wards. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Ensure that Patient Safety Incidents are managed, QIPs are drawn and corrective measures are put in place. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Resolve conflict, oversee disciplinary and grievance matters including monitoring of absenteeism and all labour relation issues. Perform both clinical and administrative duties as required. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management.
Ensure implementation of NCS, Ideal Hospital norms and standards and other departmental initiatives including provincial priorities.

ENQUIRIES : Ms RM Sithole Tel No: 035 901 7258
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
FOR ATTENTION : Mr M.P Zungu
NOTE : Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 03 May 2021 (Late applications will not be accepted)
POST 13/225 : ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NKAH 06/2021
Department: Maternity and Paeds

SALARY : R614 991 – R692 116 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospital area allowance

CENTRE : Nkandla District Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Degree / Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwife. Proof of registration with SANC as General Nurse and Midwife. A post basic nursing qualification with duration of at least one (1) year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as professional nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the one (01) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. At least three (03) years of the period referred above must be appropriate / recognisable experience at management level. Current SANC receipt (2021). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendations: Nursing administration. Valid driver’s license. Knowledge, Skills, Attributes and Abilities: Ability to implement National Core Standards. Knowledge of Batho Pele and Patients Rights. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices.
Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and problem solving.

**DUTIES**

Exercise overall control of all resources within the department especially gynecology, obstetrics and paediatrics. Identify needs, formulate health care programme and oversee implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources. Ensure proper use and control of all resources under your control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standards in department under your authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Assist with relief staff performance.

**ENQUIRIES**

Mrs. SJ Nguse Tel No: 035 833 5047

**APPLICATIONS**

Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla, 3855.

**FOR ATTENTION**

Mrs. SG Masikane

**NOTE**

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s 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 vetting, criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates attending interview. African males are encouraged to apply.

**CLOSING DATE**

03 May 2021

**POST 13/226**

ASSISTANT MANAGER NURSING (NIGHT DUTY SERVICE) REF NO: SAP 04/2021 (X1 POST)

**SALARY**

R562 800 – R652 437 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional). Homeowner’s 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. Recommendations Computer Literacy and driver’s license. Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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. Demonstrate quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate understanding of HR and financial policies and practices .Demonstrate a basic understanding of the legislative framework governing the public service.

DUTIES

: Deligate, supervisor and co-ordinate the provision of effective and efficient patient care and increase life expectancy. Perform night duty services. Monitor and ensure proper utilisation of financial and physical resource. Manage human resources and data collection. Participate in the analysis, formulation and implementation of nursing guidelines, practice, standards and procedures.

ENQUIRIES

: should be directed to Mr TS Zuma @ 0398339001-8

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

: 07 May 2021

POST 13/227

: OPERATIONAL MANAGER NURSING (PHC) REF NO: SAP 05/2021

SALARY

: R562 800 – R652 437 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 Degree/ Diploma in general Nursing and Midwifery Plus. Current registration with SANC as professional Nurse PLUS. Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC PLUS. A minimum of nine years appropriate/ recognizable nursing experience after registration as professional with the SANC in General Nursing. At least five years of the period referred to above must be appropriate/ recognizable nursing experience after obtaining the one year post basic qualification in Primary Health Care. Recommendations Valid driver’s license and computer literacy. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisor level with person of diverse intellectual, cultural, racial or religious difference.
Display a concern for patience promoting, advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Monitor targets for PHC utilization and come up with strategies to increase PHC utilization. Facilitate Phila Ma OSS initiative and the clinic catchment area. Participate in sub-district, district information and nerve centre meetings. Continuously in-service staff on data management. Monitor and control expenditure for the budget allocated according to PMFA. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant healthy facility. Provision of administration services. Maintain a constructive working relationship with nursing nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Monitor and evaluate the performance of primary health care services and systems within the designated service areas. Ensure and monitor that primary health care within the designated services areas are provided with adequate support by multi-disciplinary team attached to the mothering institution .Ensure an integrated approach with the implementation of various primary health care programmes. Critically analyse data according to prescribed modules.

ENQUIRIES
should be directed to Mr F Ntuli @ 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
07 May 2021

POST 13/228
OPERATIONAL MANAGER NURSING (OPERATING THEATRE) REF NO: EMS/07/2021

SALARY
R562 800 - R633 432 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing Allowance (Employee must meet prescribed requirements) plus 08% Rural Allowance.

CENTRE
Emmaus Hospital

REQUIREMENTS
Standard 10 or Grade 12, Degree/ Diploma in General Nursing, Midwifery Plus 01 year Post Basic Qualification in operating Theatre Nursing Science with specialization in Theatre Nursing Science, Registration with SANC as a General Nurse PLUS Registration certificate, A minimum of 9 years appropriate/recognizable experience in nursing as a Professional Nurse with SANC in General
nursing of which at least 5 years must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Theatre Care Nurse with specialization in Theatre Nursing Science, Current SANC receipt 2021. Knowledge & Skills: Strong interpersonal communication and presentation skills, Ability to make independent decisions, problem solving and conflict resolution. An understanding of challenges facing the public health care sector, Ability to prioritise issues and other work related matters and to comply with time frames, high level of accuracy. Knowledge of Nursing care processes and procedure, nursing statutes and other relevant legal framework, Financial Management, Trauma and resuscitation skills, Policy Formulation skills, Human Resource, Knowledge & Skills: Strong interpersonal communication and presentation skills, Ability to make independent decisions, problem solving and conflict resolution. An understanding of challenges facing the public health care sector, Ability to prioritise issues and other work related matters and to comply with time frames, high level of accuracy. Knowledge of Nursing care processes and procedure, nursing statutes and other relevant legal framework, Financial Management, Trauma and resuscitation skills, Policy Formulation skills, Human Resource.

**DUTIES**: Provide leadership in both components. Participate in budget planning and monitoring of financial resources. Planning and implementation of objectives of specialized unit. Monitoring and evaluation of key indicators of the department. Provision of quality nursing care through implementation of standards. To develop and ensure implementation of the Nursing care plans. Participate in quality improvement programs and clinical audits. Identify, develop and control risk management systems within the unit. Provision of quality data management that can be used for decision making. Maintain accurate and complete patient records according to legal requirements. Management and supervision of all resources within the component. Exercise control over grievances, discipline and labour related issue according to guidelines. Monitor the implementation of District Operational Plan and hospital Strategic Plan.

**ENQUIRIES**: Ms PPJ van der Plank Tel No: 036 488 1570

**APPLICATIONS**: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**: Ms A.N Ngubane

**NOTE**: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE**: 03 May 2021 @ 16:00

**POST 13/229**: OPERATIONAL MANAGER NURSING (MEDICAL) REF NO: NGWE 06/2021

**SALARY**: R444 276 – R579 696 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**: Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Current proof of registration with SANC for 2021. Attach proof of working experience endorsed by Human Resource Department/Employee must attach.

**DUTIES**: Provide effective and professional leadership in medical ward. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality...
care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Me Look like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building.

ENQUIRIES: Ms RM Sithole Tel No: 035 901 7258
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
FOR ATTENTION: Mr M.P Zungu
NOTE: Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 03 May 2021 (Late applications will not be accepted)
POST 13/230: OPERATIONAL MANAGER IN GENERAL NURSING STREAM REF NO: STF 01/2021
SALARY: R444 276 per annum plus 13th, Cheque, Rural Allowance, Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)
CENTRE: St Francis Hospital Mahlabathini
REQUIREMENTS: Senior Certificate (Grade 12) Degree/Diploma in General Nursing, Midwifery and Mental health. Current registration with South African Nursing Council (SANC) as a General I Nurse, midwife /accoucher and mental health nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a general nurse and midwife in a hospital environment. Attach proof of working experience endorsed and stamped by Human Resource NB: Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience. Recommendation: Computer literacy, Driver’s license and Degree/Diploma in Nursing Management. (Attach proof). Knowledge, Skills, Training and Competences: Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service deliver. Clinical competencies and policy formulation. Sound knowledge of nursing care
delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills. Knowledge of code of conduct, Labour relations and related policies.

**DUTIES**

Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of National Core Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objective are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure affective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures. Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards.

**ENQUIRIES**

Mr ZE Zulu Tel No: 035-8730013

**APPLICATIONS**

KwaZulu-Natal St Francis Hospital, Private Bag x564, Mahlabathini, 3865. Tel-035 8730203

**FOR ATTENTION**

Mrs TV Gcabashe

**NOTE**

Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's license if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

**CLOSING DATE**

07 May 2021

**POST 13/231**

OPERATIONAL MANAGER NURSING GENERAL (OPD&CASUALTY) REF NO: EMS/08/2021
Re – Advertisement

**SALARY**

R444 276 - R500 031 per annum (other benefits: Medical Aid (Optional) 13th Cheque, Housing Allowance (Employee must meet prescribed requirements) plus 08% Rural Allowance.

**CENTRE**

Emmaus Hospital OPD& Casualty

**REQUIREMENTS**

Standard 10 or Grade 12, Degree/diploma in General Nursing, Midwifery, Proof of current registration with SANC 2021 PLUS Registration certificate, At least 7 years Appropriate/ recognizable experience as a supervisor, Certificate of service with H.R officer signature be attached. Knowledge & Skills: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices, Knowledge and experience of Public Service policies, Acts and Regulations, Sounds manage negotiations, interpersonal and problem solving skills, Good verbal and written communication skills, Knowledge of quality Assurance Program,
Leadership, supervisory and report writing skills, Financial Management, Experience working in Casualty and Resuscitation skills.

**DUTIES**: Ensure clinical nursing practice by the team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Assist in planning, organizing and monitoring of objectives in line with the Strategic and Operational Plan. Supervise and ensure the provision of effective and efficient nursing care rendered to patients. Demonstrate understanding of HR and financial management and procedures. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the implementation of the DOH initiatives e.g. National core standards. Ensure accurate, timeous collection and analysis of data for planning and improving service delivery. Maintain client satisfaction through monitoring and setting service standards. Ensure integration in the management if communicable/non-communicable diseases. Manage EPMD and formulate training programmes. Work as part of Multi-disciplinary team to ensure good nursing care by the team. Participate in budget planning and monitoring of Financial resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adhere to the principle of Batho Pele. Ensure that there is constant monitoring and evaluation of key indicators of the department and maintenance of appropriate statistics. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**: Ms PPJ van der Plank Tel No: 036 488 1570 (ext 8204)

**APPLICATIONS**: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**: Ms A.N Ngubane

**NOTE**: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** 03 May 2021 @16:00

**POST 13/232**: PROFESSIONAL NURSE-GRADE 1/2 (SPECIALTY) PSYCHIATRY REF NO: HRM 31/2021 (X1 POST)

**SALARY**: Grade 1: R383 226 – R444 276 per annum, (All-inclusive salary package).
Grade 2: R471 333 – R579 696 per annum, (all-inclusive packages)

**CENTRE**: King Edward VIII Hospital (KEH)

**REQUIREMENTS**: Matric/Senior Certificate or equivalent qualification plus Degree / Diploma in General Nursing plus registration with S.A.N.C. as a General Nurse and Specialty Nurse plus One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse plus, proof of current registration with SANC. **Grade 1**: One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse. **Grade 2**: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10(ten) years must be appropriate recognizable experience after obtaining the 1(one) year post basic qualification in Psychiatry. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care delivery approaches sound knowledge of scope of practice in the area of work performance, ability to formulate patient care
Related policies, working knowledge of labor relations and disciplinary procedure of processes, team building and supervisory skills, good communications, leadership, interpersonal skills, and conflict management. Recommendations: Computer literacy, Under endorsing valid Code B Drivers License (code 08).

**DUTIES:**
Provision of optimal, holistic specialized psychiatric nursing care with set standard and within professional/legal framework, analyze the relationship between normal physiological and specific system alterations associated with mental health problems. Psychiatric disorders treatment engage in clinical assessment of MHCU in a specialized psychiatric setting. Evaluate the health impact of multiple life stressors and situational crisis within the context of family cycle and community assist with the effective management of human material resources development of specialized services and the role of the advanced nurse practitioner.

**ENQUIRIES**
Ms NP Ngcobo Tel No: 031 360 3031

**APPLICATIONS**
All applications must be addressed to the Deputy Director: HR, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**NOTE:**
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g., ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that other race groups are also not restricted from applying.

**CLOSING DATE:**
03 May 2021

**POST 13/233:**
**PROFESSIONAL NURSE (SPECIALTY NURSING) GRADE 1 OR 2 REF NO: NGWE 21/2021 ICU**

**SALARY:**
R383 226 – R579 696 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE:**
Ngwelezana Tertiary Hospital

**REQUIREMENTS:**
**Grade 1:** Diploma / Degree in General Nursing. A post basic qualification in Critical Care Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**Grade 2:** Diploma / Degree in General Nursing. A post basic qualification in an appropriate specialized field. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field.

**DUTIES:**
Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant speciality. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient’s needs. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Participate in the formulation, analysis, implementation and monitoring of unit.
objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

ENQUIRIES : Ms RM Sithole Tel No: 035 901 7258
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
NOTE : Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 03 May 2021 (Late applications will not be accepted)
POST 13/234 : PROFESSIONAL NURSE (SPECIALTY) – PAEDIATRICS REF NO: UMP 2/2021

SALARY : Grade 1: R383 226 – R444 276 per annum
              Grade 2: R471 333 – R579 696 per annum
CENTRE : Umphumulo Hospital
REQUIREMENTS : Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Child Nursing Science, accredited with the South African Nursing Council. Current (2021) council receipt. Grade 1: A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in paediatrics after obtaining the post basic qualification of Child Nursing Science, Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
DUTIES : Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Implement maternal and child health care programmes, e.g. PMTCT, MBFI, IMCI, CHIPP, KINC, IYCF, etc. Participate in perinatal mortality meetings. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Ensure that there is constant monitoring and
evaluation of the key child indicators of the unit and maintenance of appropriate statistics. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Maintain a high quality of nursing and patient care in Paediatric services.

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Maintain accurate and complete patients’ records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems areas needing improvement and communicate them to Operational Manager. Coordination of services within the institution and other services related to community health (NGO’s CBO’s CHW, etc.). Ensure supervision, provision and basic patients’ needs. Evaluate and follow up patients during clinical visits. Provide education to patients and staff. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients’ clinical conditions. Attend and participate during doctors’ visits. Assess in service training needs, planning and implementation of training.

ENQUIRIES: Ms S.N.P. Shezi Tel No: 039 834 7500
APPLICATIONS: Please forward applications quoting reference number to: The Chief Executive Officer, Christ the King Hospital, Private Bag X542, Ixopo, 3276
NOTE: Applications must be submitted on the New Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. No faxed or e-mailed applications will be accepted. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE: 03 May 2021
POST 13/236: CLINICAL NURSE PRACTITIONER – ISITHUNDU CLINIC REF NO: UMP 3/2021
SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
CENTRE: Umphumulo Hospital
REQUIREMENTS: Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2021) council receipt. Grade 1: A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting
in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Clinical teaching, training and continuous evaluation of students. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Mrs. J. M. Ndlovu Tel No: 032 4814199
Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department
Mr S. M. Naidoo
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 05 May 2021
POST 13/237: PROFESSIONAL NURSE (SPECIALTY) – THEATRE REF NO: UMP 4/2021

SALARY
CENTRE
REQUIREMENTS

Grade 1: R383 226 – R444 276 per annum
Grade2: R471 333 – R579 696 per annum
Umphumulo Hospital
Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Operating Theatre Nursing, accredited with the South African Nursing Council. Current (2021) council receipt. Grade 1: A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in theatre after obtaining the post basic qualification of Operating Theatre Nursing, Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
DUTIES: Render an optimal holistic specialized nursing care provided within the set standards and professional/legal framework as a member of the multidisciplinary team. Knowledge and implementation of Nursing Core Standards. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards and all other applicable prescripts. Effective, efficient utilization and management of all resources. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Evaluate patient care programmes from time to time and make proposals for improvement. Manage and the proper handling of instruments. Work collaboratively with surgeons, anesthetists to meet the needs of the patients during theatre procedures and ensure responsibility for patient’s care. Develop competencies in pre-operative care, reception area, scrubbing, circulating, recovery room and post-operative care. Ensure safe environment to achieve desired outcomes of surgical interventions. Participate in the formulation, analysis, implementation and monitoring of unit objectives, nursing standards, policies and standard operating procedures. Participate in after-hours theatre calls. Assist and supervise in CSSD. Ensure that equipment and machinery is available and functional at all times. Monitor the blood fridge and ensure the availability of emergency blood. Report and record patient safety incidences, challenges and deficiencies within the unit. Attend meetings, workshops and training programmes as assigned by the supervisor.

ENQUIRIES: Mrs. J. M. Ndlovu Tel No: 032 4814199

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION: Mr S. M. Naidoo

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be included in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 05 May 2021

POST 13/238: PROFESSIONAL NURSE SPECIALTY (TRAUMA) REF NO: (EMS/ 05/2021)

Re – Advertisement

SALARY: R383 226 – R444 276 per annum, Plus 13th Cheque, Plus Rural allowance (8%).

Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE: Emmaus Hospital

REQUIREMENTS: Basic R425 Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC AS Professional Nurse, A post basic nursing qualification in Trauma / Critical Care Nursing Science accredited with the SANC, registration with SANC as a Professional Nurse PLUS Registration certificate, Proof of current year registration/receipt with SANC 2021, A minimum of four years Appropriate/ recognizable nursing experience after resignation as a professional nurse with SANC in General Nursing, Certificate of service from
Knowledge & Skills: Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health and Procedures in the Public service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills. Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player.

DUTIES: Assist in planning, organizing and monitoring of objectives of the specialty unit, Provide a therapeutic environment for patients, staff and relatives, monitoring the implementation of the triangle system and fast tracking patients, monitor the implementation of record keeping according to legal requirements, assist with orientation and induction of all news staff within the component, provide overall supervision of the staff and the unit, Provide direct and indirect supervision of absence of operational manager, promote specialized patient care and standard staff, providing guidance and ensure that patient receive optimal care, provide leadership and overall supervision and standards according to the specialty.

ENQUIRIES: Ms PPJ van der Plank Tel No: 036 488 1570, EXT: 8204

APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION: Human Resource Manager

NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

CLOSING DATE: 03 May 2021 @ 16:00

POST 13/239: CLINICAL NURSE PRACTIONER (OLIVIERSHOEK CLINIC) REF NO: (EMS/ 06 /2021) Re-Advertised

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE: Emmaus Hospital

REQUIREMENTS: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2021 PLUS Registration certificate. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as General Nurse. Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Sound Knowledge of all legislation and regulation applicable to the health services and nursing status, Sound knowledge of disciplinary processes and grievance procedure, leadership, organizational, decision making, counseling and conflict management skills, Human Resource and financial management skills, Report writing and financial management skills, Knowledge of nursing care processes and procedures.
**DUTIES**

Implementation of programmes to ensure proper nursing care, Demonstrate effective communication with patients, supervisors and other clinician including report writing monthly and statistics as required, Able to plan and organize own work and that of support personnel to ensure nursing care, Diagnose, treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes, Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement expectations, motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care, To ensure that Batho Pele principle are implemented, Ensure increased accessibility of health service to all community members including staff.

**ENQUIRIES**

Ms D.Z Hlongwane Tel No: 036 488 1570, EXT: 8312

**APPLICATIONS**

Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE**

03 May 2021

**POST 13/240**

PROFESSIONAL NURSE (SPECIALTY) OPERATING THEATRE REF NO: PNSPEC 01/2021 (X1 POST)

**CENTRE**

Dundee Hospital

**SALARY**

Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**REQUIREMENTS**

Standard 10/Grade 12 Senior Certificates. Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. 1 year Post basic qualification in the specialty (Diploma in Operating Theatre Nursing). A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC. Current proof of registration with SANC for 2021. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing status, and other relevant legal frameworks. Knowledge of labour relations. Good communication, interpersonal, counseling and time management skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients Right Charter, Code of conduct. Ability to function well within the team. Knowledge of National Core Standards.

**DUTIES**

Provision of optimal, holistic specialized nursing care provided within set standards and professional/ legal standards. Maintain accurate and complete patients records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of all allocated resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care. Assist in
supervision and development of staff. Participation in training and research. Maintain professional growth / ethical standards and self-development. Participate in all hospital programs e.g. IPC, Quality Assurance. Promote good working relationships with the multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.

ENQUIRIES: Mrs N T Mkhize Tel No: 034-2121111 ext 268
APPLICATIONS: should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.

NOTE: It is the department’s intention to promote equity through 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. NB: (Employment Equity Plan: African Male)

CLOSING DATE: 03 May 2021
POST 13/241: ASSISTANT DIRECTOR: HR LABOUR RELATIONS REF NO: NGWE 23/2021

SALARY: R376 596 per annum, All inclusive salary packages. 13th Cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional)

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: An appropriate three (03) year tertiary qualification in Labour Relations/ Labour Law at NQF level 6 and/or Equivalent qualifications (NQF Level and Credits). Five (05) years’ experience in Labour Relations environment of which 3 years must be supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (Certificate of service must be attached as proof of Work experience).

DUTIES: Advice line management on labour relations related matters. Manage and facilitate the grievance resolution process and procedures. Manage and facilitate misconduct cases, represent the employer during dispute resolutions processes, disseminate relevant and contemporary information on labour relations matters. Manage financial, human and physical resources in the sub-directorate, develop and manage labour relations policies and prescripts. Compile monthly, quarterly and annual reports, facilitate the labour relations policy awareness sessions. Implement and interprets policies directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standards. Ensure maintenance of the Provincial labour relations database; represent the employer at the Provincial bargaining chambers.

ENQUIRIES: Mr MP Zungu (DD: HRM) Tel No. 035 901 7042 / 7216
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION: Mr MP Zungu
NOTE: Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully
informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 03 May 2021 (Late applications will not be accepted)

POST 13/242 : ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: NGWE 24/2021

SALARY : R376 596 per annum, All inclusive salary packages. 13th Cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS
- A three-years relevant degree or diploma in Human Resource Management/Human Resource Development/Labour Relations/Public Management or equivalent qualification as recognised by SAQA. At least 5 years relevant experience in the field of HRD. Two (02) - three (03) years’ must be a supervisory experience in the field of HRD. Computer literate in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (Certificate of service must be attached as proof of Work experience).

DUTIES
- Develop and facilitate the implementation of human resource development strategy and plans. Provide and facilitate training and development programme (i.e. training, bursaries, internship and learnership). Provide coordination and implementation of performance, management systems (PMDS & IQMS). Conduct organization review and redesign processes and facilitate the development of job inate, develop and monitor the implementation of HR strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity Plan. Facilitate the implementation of labour relations guideline processes. Facilitate, develop and implement employee health and wellness policies and programmes. Facilitate and implement HIV and Aids, TB, and other communicable of diseases. The promotion, facilitation and implementation of occupational health, safety and environment management strategies and programs. Management of all Human, Financial and other resources unit.

ENQUIRIES : Mr MP Zungu (DD: HRM) Tel No: 035 901 7042 / 7216

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

NOTE : Application must be submitted on the Application for Employment Form (New Form Z.83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 03 May 2021 (Late applications will not be accepted)
POST 13/243 : CLINICAL TECHNOLOGIST (GRADE 1, 2, 3) REF NO: GS 16/21
Component: Adult Critical Care
Re-advertisement

SALARY : Grade 1: R317 976 per annum, Plus 13th cheque, Medical Aid- Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R372 810 per annum Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement.
Grade 3: R439 164 per annum Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement

CENTRE : Greys Hospital, Pietermaritzburg Complex

REQUIREMENTS : National Diploma Clinical Technology Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Critical Care (Independent practice). Experience: Grade 1: None after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees
1 Year relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Experience: Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Experience: Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Clinical Technology (Critical Care) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: Knowledge, Skills and Experience Required: Competence in performing required tasks in all the specified areas of Critical Care technology. Work experience as a Clinical Technologist in Critical Care.

DUTIES : Provision of a professional clinical technology service in Critical Care at Grey’s Hospital’s Intensive Care Unit, Operating Theatres, Paediatric Intensive Care Unit and Neonatal Intensive Care Unit. Use of technical equipment to determine hemodynamic and physiological function of patients in order that the correct critical care procedures can be performed. Assisting medical and nursing staff with technical equipment during performance of clinical procedures. Performance of point-of-care clinical tests including, but not limited to, haemoglobin measurement, Blood glucose estimation, arterial blood gas analyses and thromboelastography. Provide and train others in user-level maintenance and provisioning of point-of-care test devices. Technical support of life support apparatus. Administration of acquisition, servicing and logistics of life-support and point-of-care analytical equipment (in conjunction with Health Technology Services) as well as administration of acquisition and logistics of relevant consumable items (in conjunction with Supply Chain Management). Training of staff members in the use and maintenance of life-support and point-of-care analytical equipment. Participation in departmental outreach program, academic activities and research activities. Competence in Basic Life Support. Optimal patient care in critical care, anaesthesitcs and resuscitation in conjunction with the Operational Manager and Intensivist in Charge.

ENQUIRIES : Dr. A. Ramkillawan Tel No: 033 897 3241
APPLICATIONS : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 16/21. Please note due to large
numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). the employment equity target for this post is: African male.

CLOSING DATE : 03 May 2021
POST 13/244 : DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, 3 REF NO: GS 18/21 (X3 POSTS)
Component: Radiology Department

SALARY :
Grade 1 – R317 976 per annum
Grade 2 – R372 810 per annum
Grade 3 – R439 164 per annum
Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements.

CENTRE : Greys Hospital
REQUIREMENTS : National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2020/2021 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Experience: Grade 1: No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession 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 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years experience after registration with HPCSA in the relevant profession 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 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Recommendations: Knowledge, Skills and Experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy.

DUTIES : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Mrs. D. Wood Tel No: 033 897 3208
APPLICATIONS : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and
professional registration certificate - not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 18/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. The employment equity target for this post is: African male

CLOSING DATE : 03 May 2021
Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

APPLICATIONS: Applications should be forwarded to the Head of Department; Department of Agriculture and Rural Development; Private Bag X9487; Polokwane 0700 or be Handed in at Office 48, Temo Towers Floor 2 at 67/69 Biccard Street; Polokwane 0699

CLOSING DATE: 03 May 2021 @16h30.

NOTE: The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Applications should be submitted on the prescribed New 2021 Z83 form (Obtainable from any Public Service Department or on the Internet at www.gov.za). Each application for employment (Z83 form) must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application should be accompanied by a recent updated comprehensive Curriculum Vitae (CV) with experience comprehensively detailed, i.e. positions held and dates. Certified documents that accompany the application(s) with certification that is up to 6 months will be accepted. Where it is a requirement, a certified copy of the driver’s license must be attached, exempting applicants with disabilities. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You are kindly requested to complete part A, B and C of the Z83 in full. Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 55 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.
MANAGEMENT ECHELON

POST 13/245 : DIRECTOR: VETERINARY SERVICES REF No: (LDARD 01/2021)

SALARY : R1 057 326 per annum (Level 13). An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines

CENTRE : Head Office

REQUIREMENTS : An appropriate Bachelor of Veterinary Medicine at NQF level 08 Qualification as recognized by SAQA. Successful completion of pre-entry certificate for senior management services. 5 years' experience at a Middle/senior managerial level on Veterinary Services. Valid registration with SAVC. A valid driver's license (Attach copy). Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change management; Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : To manage and coordinate veterinary services. Facilitate the prevention and control of animal diseases and epidemiology services. Facilitate the provision of agriculture public health services. Ensure efficient provision of primary animal health care, veterinary extension, animal welfare, traceability and advisory services. Coordinate the provision of veterinary laboratory services. Regulate and facilitate trade in animals and animal product (veterinary trade). Manage the utilisation of resources (financial, human and physical) in accordance with relevant directives and legislation

ENQUIRIES : Mr Mabula NJ, Thema T.M and Ms Mtswene P Tel No: 015 294 3000

POST 13/246 : DIRECTOR: RURAL DEVELOPMENT AND FARMER SETTLEMENT REF No: (LDARD 02/2021)

SALARY : R1 057 326 per annum (Level 13). An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines

CENTRE : Head Office

REQUIREMENTS : An appropriate bachelor degree (NQF level 7) in Development Studies / Community Development or equivalent qualification as recognised by SAQA. Successful completion of pre-entry certificate for senior management services. 5 years' experience at a Middle/senior managerial level on Rural Development and Farmer Settlement environment. A valid driver's license (Attach copy). Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. An understanding of corporate governance in all spheres of Government. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Core and Process Competencies: Strategic capability and leadership; Business development capability; Community development; People Management and empowerment; Programme and project management, Financial Management, Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : Manage and coordinate rural development and farmer settlement Support programme. Facilitate, Coordinate and manage systems for effective and sustainable agrarian reform programmes. Provide community development coordination and promote public participation. Provide integrated rural development initiatives. Collaborate with other government departments, external and internal stakeholders. Manage the utilisation of resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr Mabula NJ, Thema T.M and Ms Mtswene P Tel No: 015 294 3000
POST 13/247 :  DIRECTOR: RISK MANAGEMENT REF NO: (LDARD 03/2021)

SALARY : R1 057 326 per annum (Level 13). An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines

CENTRE : Head Office

REQUIREMENTS : An appropriate Bachelor degree (NQF level 7) in Risk Management / Forensic Investigations/ Accounting/ Internal Auditing or equivalent qualification as recognised by SAQA. Successful completion of pre-entry certificate for senior management services. 5 years’ experience at a Middle/senior managerial level on Risk Management environment. A valid driver’s license (Attach copy). Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service. An understanding of corporate governance in all spheres of Government. Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Core and Process Competencies: Strategic capability and leadership; Business development capability; Community development; People Management an empowerment, Programme and project management, Financial Management, Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

DUTIES : To manage and coordinate risk management services. Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide leadership, strategy and advice on risk implications of management decisions. Develop and monitor the implementation of policies, acts and regulations. Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Manage the utilization of resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr Mabula NJ, Thema T.M and Ms Mtswene P Tel No: 015 294 3000
OTHER POST

POST 13/248  :  GENERAL WORKER REF NO: NC1/04/2021 (X1 POST)

SALARY :  R102 534 per annum (Level 02)

CENTRE :  Station: Britstown SAPS

REQUIREMENTS :  Applicants must display competency in the post-specific functions of the post. Be a South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency 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. Be willing to work irregular hours.

DUTIES :  Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and Kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the Premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES :  can be directed to Warrant Officer B Botha / PO R Syfers / PO T Moorcroft Tel No: 053 8393724 / 2813 / 2510

APPLICATIONS :  Application forms may also be e-mailed to Only One of the e-mail addresses below: MoorcroftT@saps.gov.za, SyfersRC@saps.gov.za, ncprov.recruit@saps.gov.za. No further e-mail correspondence will be entertained after submission of application. Hand delivered applications may only be submitted at 19 George Street (locked silver container at entrance), Kimberley 8300. Applications can also be forwarded by post to be addressed to: The Provincial Head Human Resource Management: Recruitment Office: Appointments, South African Police Service, Private Bag X5001, Kimberley 8300.

NOTE :  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 be submitted and attached to the application form. Certified copies of documentation will be obtained during the course of the selection process. Qualifications and drivers licenses submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late application will not be 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 the National Register for Sex Offenders or Part B of the Child Protection Register,
will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination index of the National Forensic DNA database. 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. Applications must be mailed timeously. Late applications will not be accepted or considered.

CLOSING DATE : 03 May 2021
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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
03 May 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 13/249 : SENIOR AGRICULTURAL ADVISOR (MOORREESBURG) REF NO: AGR 15/2021

SALARY : R 376 596 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (BSc Agric/BAgric Management Degree or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production economics. Competencies: Knowledge of the following: Production of livestock produced in the specific area, also markets and value adding; Project management; Good research skills; Written and verbal communication skills; Land reform programme and project implementation; Sound organising and leadership abilities; Proven computer literacy (MS Office).
DUTIES : Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and research and demonstration trials; Provide information on markets; Facilitate farmers days, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant commodity project allocation committees in the delivery and implementation of projects.
ENQUIRIES : Ms R Horne at Tel No: (022) 433 8903

POST 13/250 : SENIOR AGRICULTURAL ADVISOR (VREDENDAL) REF NO: AGR 16/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (BSc Agric/BAgric Management Degree or equivalent qualification); Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in the following: Agricultural production economics and agricultural production; Training and experience in the compilation of enterprise budgets, cash flow statements and farm level agricultural economic principles. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the
specific area, also markets and value adding Project management; Good research skills; Written and verbal communication skills; Sound organisational and leadership abilities; Land reform programme and project implementation.; Proven computer literacy (MS Office).

**DUTIES**

- Compilation of enterprise budgets and cashflow statements; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information markets; Facilitate workshops and planning sessions to determine needs and progress; Facilitate the development of organisation skills of the developing agricultural sector; Facilitate relevant financial training as well as support to projects; Participate as a member of the project team by giving financial input for the compilation of business plans; General office administration; Conducting site visits to projects; Ensure the implementation of Agricultural Information Management Systems (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects; Management of human resources and finance.

**ENQUIRIES**

Mr M Du Randt at Tel No: (027) 207 3502

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**CLOSING DATE**

03 May 2021

**NOTE**

Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

**POST 13/251**

CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 04/2021

**SALARY**

R1 251 183 per annum (Level 14), All-inclusive salary package

**CENTRE**

Department of Community Safety, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Experience in Security Risk Management environment; Proven strategic capability and leadership. Competencies: Knowledge of the following: Enterprise/ Security Risk Management; Strategy Formulation; Occupational Health and Safety; Business Continuity Management; People Management processes; Working knowledge of the Public Service Regulatory framework and specifically those pertaining to Information Security and Defensive Counter-Intelligence; Capacity Building; Community facilitation; Political Sciences and Public Policy; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Strong conceptual and formulation skills; Strategic Management and planning skills; Well-developed interpersonal skills; Innovation, problem solving and analysis skills; Strong Leadership
skills with specific reference to the ability to display thought leadership in complex applications.

**DUTIES**

Strategic management, and participation on internal and external fora and structures as part of Departmental Leadership; Influence and maintain transversal structures; Promote safety and security risk management; Strategic development (governance within an internal and external focus) of Program to optimise alignment of related resources within and across departments; Institutionalise and enhance people centric and client focused business processes; Ensure proactive measures to mitigate security related risks; Ensure effective and efficient management of resources; Effectively manage the performance of the chief Directorate in line with the Annual Performance Plan of the Department; Effectively manage the expenditure budget.

**ENQUIRIES**

Adv. Y Pillay at Tel No: (021) 483 9354

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**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**

03 May 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 13/252**

**COMMUNITY SPORT COORDINATOR REF NO: CAS 05/2021**

(4 part-time contract positions for a 12-month period)

**SALARY**

R108 564 per annum plus 37% in lieu of benefits (5/8th part-time, Level 05)

**CENTRE**

Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience working in local leagues or clubs. Competencies: A good understanding of the following: Data collection and information management skills; Sport administration; Club Development programme; Proven computer literacy; Monitoring and reporting; Report writing skills; Written and verbal communication skills; Interpersonal skills.

**DUTIES**

Maintain databases of distributed resources; Capturing and maintenance of data of clubs, individual memberships, processes and services rendered at club and league events.

**ENQUIRIES**

Mr J. Pasensie at Tel No: (021) 483 9659

**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**

03 May 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 13/253 : CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY REF NO: EADP 07/2021

SALARY : Grade A; R495 219 per annum (OSD as prescribed).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Natural/ Physical/ Environmental Sciences or Economics; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving license. Recommendation: Sustainability and Environmental/Green Economy knowledge, practice and monitoring. Competencies: Knowledge of the following: Project Management; Research; Policy and Strategy development; Green Economy and Environmental Sustainability. Skills: Communication (written and verbal); People management. Abilities: High level thinking demands on complex matters; Resilience and adaptability; Innovative and creative; Work independently and within a team; Resolve conflict.

DUTIES : Research trends, developments and innovation in Sustainability and Environmental/Green Economy practice and monitoring; Participate in Policy and Strategy development across the Western Cape with a view to promote the Green Economy in all strategies; Project generation, conceptualisation and development, management and reporting; Manage the implementation of Green Economy projects which includes project leadership, team management and coordination and financial management; Coordinate Green Economy activities in the Department including; Developing good relations and coordinate transversally across and between levels of Government; Advise Senior Management of the Department on Green Economy policies and projects; Awareness raising and education; Investigating and applying for funding for promoting the Green Economy; Meetings with communities and NGO’s and assisting them with Green Economy projects; Oversee resource efficiency efforts within WCG.

ENQUIRIES : Mr R. Mukanya at Tel No: (021) 483 9787

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 13/254 : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)

SALARY : R733 257 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 3 year National Diploma / Degree. Experience: Extensive knowledge and experience of People Management in a
leadership role. Inherent requirement of the job: A valid Code (B/EB) drivers license. Competencies (knowledge/skills): Extensive knowledge of government human resource policies and legislation. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Problem solving, lateral thinking and data analytical skills.

**DUTIES**

Effective and efficient management of the People Management unit at a large specialised hospital. Ensure compliance to all policies, regulations and operational protocols. Ensure that the people management administration and system functions are effectively executed. Management of staff and external service providers. Overall management of people development, people management strategies and labour relations functions.

**ENQUIRIES**

Dr M Mukosi Tel No: (021) 938-4136

**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**

03 May 2021

**POST 13/255**

**DEPUTY DIRECTOR: SUPPORT SERVICES AND ADMINISTRATION**

**SALARY**

R733 257 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 three-year qualification (National Diploma/Degree). Experience: Extensive appropriate experience. Inherent requirement of the job: A valid Code (B/EB) drivers license. Competencies (knowledge/skills): Be able to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Knowledge of support services and logistics.

**DUTIES**

Analysis and Interpret information to ensure effective management. Effective management of support services and logistics at a large specialised hospital. Management of staff and contractors to provide a coordinated and timeous support service. Overall responsibility for the management of all aspects of Support Services which include: Administration, Transport, Telecommunication, Registry and messenger Service, Security, Linen Services, Mortuary, Cleaning, Accommodation and Estate Management. Overall responsible for Food Services Units. Responsible for disaster management planning and risk management analysis at TBH.

**ENQUIRIES**

Dr M Mukosi Tel No: (021) 938-4136

**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**

03 May 2021

**POST 13/256**

**ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**

West Coast District

**SALARY**

R562 800 (PN-A7) per annum

**CENTRE**

Vredenburg Hospital, Saldanha Bay Sub-district

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB/C1) driver’s license. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook
DUTIES: Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.

ENQUIRIES: Ms A Campbell Tel No: (022) 487-9263 or Dr M Janse-van Rensburg Tel No: (022) 709-7281

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: 03 May 2021

POST 13/257: MEDICAL OFFICER GRADE 1 TO 3: (RADIATION ONCOLOGY) (5/8TH) (X2 POSTS)

SALARY: Grade 1: R513 252 (5/8th) per annum (X1 Post) Grade 2: R586 854 (5/8th) per annum Grade 3: R681 057 (5/8th) per annum (A portion of the package can be structured according to the individuals personal needs.)

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a 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: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Radiation Oncology and/or palliative care is advantageous. Leadership, interpersonal, organisational and relevant clinical and counselling skills.

DUTIES: Assisting in one or more oncology clinics at Groote Schuur Hospital performing clinical and administrative duties. Assessment of newly referred Cancer patients, managing patients attending for follow up, assisting in combined clinics and prescribing chemotherapy. Assist with departmental administration and outreach activities.

ENQUIRIES: Prof J Parkes/ Dr Z Mohamed Tel No: (021) 404-4263/5

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

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

**CLOSING DATE**: 03 May 2021

**POST 13/258**: ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT)

Chief Directorate: Metro Health Services

**SALARY**: R376 596 per annum

**CENTRE**: Western Cape Rehabilitation Centre

**REQUIREMENTS**: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Proven supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to manage and develop staff. Excellent computer skills and literacy in (Microsoft Office (especially), Ms Word, Excel, etc). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Good managerial and interpretation skills. Good written and communication skills in at least two of the three official languages of the Western Cape. Highly developed problem-solving abilities. Proven ability to work independently in a high-pressure environment while complying to due dates.

**DUTIES**: Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure effective and efficient management of SCM Systems. Ensure efficient and effective Contract Management. Ensure timeous and accurate reporting on SCM information and performance. Facilitate an efficient and effective Demand and Acquisitioning process. Manage all relevant Human Resource Management functions in the component, including Discipline, grievances and SPMS. Manage an efficient and effective Bid/quotation process and provide support to the QC and CBAC. Overall management of Supply Chain Management (SCM) functions and ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalization of proper SCM practice.

**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**: 03 May 2021

**POST 13/259**: SENIOR ADMINISTRATIVE OFFICER SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)

**SALARY**: R316 791 per annum

**CENTRE**: Tygerberg Hospital, Parow Valley


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DUTIES: Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

ENQUIRIES: Mr N Martin Tel No: (021) 938-5607

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: 03 May 2021

POST 13/260: ADMINISTRATIVE OFFICER: SUPPORT SERVICES

SALARY: R257 508 per annum

CENTRE: Murraysburg Hospital

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good communication, interpersonal, organisational and leadership skills. Ability to maintain confidentiality. Ability to supervise the relevant components. Computer literacy (MS Word, Excel, Power Point). Sound knowledge or working experience of BAS, LOGIS, CLINICOM, PERSAL.

DUTIES: Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Implement measures to address shortcomings identified through audits. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Supervision and administrative duties relating to Support Service sections, including Food Service Unit, Laundry, Workshop/Maintenance functions, registration, general workers, mortuary and Transport. Effective and efficient Supply Chain Management, Financial Administration, Revenue and Assets. Management functions as a satellite of Beaufort West Hospital.

ENQUIRIES: Ms F Fass Tel No: (049) 844-0142

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: 03 May 2021

POST 13/261: NUCLEAR MEDICINE RADIOGRAPHER: GRADE 1 TO 3 (5/8TH POST) (9 Month Contract)

SALARY: Grade 1: R247 314 per annum plus 37% in lieu of service benefits
Grade 2: R291 324 per annum plus 37% in lieu of service benefits
Grade 3: R343 167 per annum plus 37% in lieu of service benefits

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Radiographer Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as Radiographer in Nuclear Medicine. Experience: Grade 1: None after registration with the HPSCA in Radiography (Nuclear Medicine). 1 Year relevant experience after registration with the HPSCA in Radiography (Nuclear Medicine) 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 10 years relevant experience after registration with the
HPCSA in Radiography (Nuclear Medicine). Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) 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 20 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine). Inherent requirement of the job: Must be able to with Adults and Paediatric patients. Must be willing to work shift as determined by the radiography management. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety.

**DUTIES:**

**ENQUIRIES:**
Mr. H. Thomas Tel No: (021) 938-4268/6002

**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:**
03 May 2021

**POST 13/262**
**ADMINISTRATION CLERK: SUPPORT (NURSING MANAGEMENT)**
Chief Directorate: Rural Health Services

**SALARY**
R173 703 per annum

**CENTRE**
George Regional Hospital

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Relieve other clerks. Competencies (knowledge/skills): Computer literacy in MS Office packages including (Word, Excel, Outlook and PowerPoint). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES:**
Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing manager. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re, stock and equipment procurement and maintenance thereof. Develop/establish and maintain constructive working relationships with nursing and other Stakeholders.

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

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

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

**CLOSING DATE**
03 May 2021

**POST 13/263**
**ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Overberg District

**SALARY**
R173 703 per annum

**CENTRE**
Caledon Hospital

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Competencies (knowledge/skills): Computer Literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal
relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations, AOS and Finance Instructions.

DUTIES: Responsible for demand and acquisition management functions. Perform duties related to EPS processes and compliance. Prepare bidding templates and relevant documentation to present at the Quotation Evaluation Committee. Placing of orders with suppliers. Regular follow up of orders and feedback to end users. Perform various tasks related to procurement processes and compliance, including assisting with warehouse and asset management. Perform and assist with the Interim and Annual Financial Statements reporting and financial year end tasks.

ENQUIRIES: Mr G Bucchianeri Tel No: (028) 212 1070
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 May 2021

POST 13/264: ADMINISTRATION CLERK: SUPPORT
Chief Directorate: Rural Health Services

SALARY: R173 703 per annum
CENTRE: George Regional Hospital

requirements: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office practice and/or administration in a Healthcare environment. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and Outlook. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Medico-legal processes.

DUTIES: Provide administrative support on clinical service delivery, ie outreach support. Provide administrative support to clinical governance, ie M&M and meetings. Responsible for administering all medico-legal claims. Provide administrative support to Heads of clinical units. Provide frontline duties and relief support. Manage training venues, attendance registers as well as personal development.

ENQUIRIES: Ms C Harding Tel No: (044) 802-4534
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 03 May 2021

POST 13/265: ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)
Chief Directorate: Metro Health Services

SALARY: R173 703 per annum
CENTRE: Green Point CDC (X1 Post)
          Vanguard CHC (X1 Post)
          Lady Michaelis CDC (X1 Post)

requirements: Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Perform relief duties as required, work shifts (day/night in a 24-hour service environment), public holidays and weekends. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Good communication (verbal and written). Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS. Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily

**ENQUIRIES**
Vanguard CHC: Ms M. Whyte Tel No: (021) 695-8200/61 /Green Point CDC: Ms A Neethling Tel No: (021) 421-0288/Lady Michaelis CDC: Ms LE Van Wyk Tel No: (021) 797 8171

**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**
03 May 2021

**POST 13/266**
PRINCIPAL FOOD SERVICES SUPERVISOR
Overberg District

**SALARY**
R173 703 per annum

**CENTRE**
Hermanus Hospital

**REQUIREMENTS**
Minimum educational qualification: Food Certificate. Experience: Appropriate experience in a food services environment. Inherent requirements of the job: Work shifts during the day, weekends and public holidays. Ability to do mathematical calculations. Willingness to attend in-service training as well as courses/workshops. Competencies (knowledge/skills): Ability to prepare meals for in-patients’ people according to a set menu and standardized recipes. Knowledge of handling and operating Industrial Food Services equipment. Good interpersonal, communication, organizational and writing skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to work independently as well as part of a team.

**DUTIES**
Control of the budget, equipment and supplies. Control and maintain adequate levels of hygiene, safety and security in the kitchen. Optimal support to supervisor and colleagues. Management and supervision of Food service unit. Implement and maintain hygiene and safety regulation standards. Implement and maintain correct regulations pertaining to the operation, cleaning and maintenance of equipment. Processing of statistics to ensure that the food expenditure remains within the budget.

**ENQUIRIES**
Mr NK Adams Tel No: (028) 313-5200

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

**CLOSING DATE**
03 May 2021

**POST 13/267**
HANDBYMAN
Chief Directorate: Rural Health Services

**SALARY**
R145 281 per annum

**CENTRE**
George Regional Hospital

**REQUIREMENTS**
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid (Code B/EB) drivers’ license. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently with good organisation and team skills. Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act and ability to operate and use required tools and equipment skilfully and safely.

**DUTIES**
Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.

**ENQUIRIES**
Mr L Du Plessis Tel No: (044) 802-44488

**APPLICATIONS**
The Assistant Director: Human Resource Management, Department of Health, PO Box 6534, George, 6530.

**FOR ATTENTION**
Mr B Cassim
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 03 May 2021

DEPARTMENT OF THE PREMIER

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 : 03 May 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 13/268 : CHIEF NETWORK TECHNOLOGIST: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 34/2020 R1

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years’ experience in network infrastructure management; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and coordination skills; Decision making skills; Communication (verbal and written) skills; Planning and organising skills; Conflict resolution skills.

DUTIES : Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.

ENQUIRIES : Mr L Lategan at Tel No: (021) 815 8391

POST 13/269 : LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS REF NO: DOTP 07/2021 (X2 POSTS)

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/ Law; A minimum of 1-year relevant experience; A valid code B driving licence. Competencies: Extensive knowledge of Public Service Act and Public Service Regulations, labour relations, Human Resource Management and Conflict Management; Knowledge of appropriate labour legislation; Knowledge of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills; Proven computer literacy in MS Office; Ability to work independently and as part of a team.

DUTIES : Handle the following: Misconduct matters; Grievances matters; Disputes; Render the following advice: Misconduct and grievance matters; Support service and represent the employer in dispute matters; Conduct investigations (misconduct, queries and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings.

ENQUIRIES : Ms I Sinclair at Tel No: (021) 483 3250/ Ilse.Sinclair@westerncape.gov.za/ Mr P Samuel at Tel No: (021) 483 4646/Patrick.Samuel@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: 03 May 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 13/270: DEPUTY DIRECTOR: POPULATION DEVELOPMENT REF NO: DSD 44/2021

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 4 year post school qualification (Honours or higher qualification) in Statistical/Research-oriented Social Sciences (Statistics, Mathematics, Sociology, Geography, GIS); A minimum of 6 years’ experience in Research (Population and Development) or similar environment Recommendation: Management level experience in a Population Development research working environment. Competencies: Knowledge and understanding of the following: Public Service legislation; Population Policy, strategy and programmes; GIS and related systems; Statistics; Information, education and communication programmes; Monitoring and evaluation systems, tools and techniques. Skills: Proven Computer literacy; People management and empowerment; Planning and organizing; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical. Project management; Operational planning; Innovation.

DUTIES: Plan, manage and coordinate demographic research: Coordinate population-related research and advanced population analysis and interpretation of data to support stakeholders with the implementation of the Population Policy; Conduct in-depth statistical analysis and interpretation of population data; Provide GIS and spatial planning services; Coordinate the planning and implementation of capacity-building and advocacy/Information, education and communication (IEC) initiatives and activities; Manage the development, implementation, monitoring, evaluation and reporting of the Population Policy monitoring and evaluation strategy; Intra- and Inter-sectoral collaboration; People Management and Financial Management

ENQUIRIES: Mr G. Miller at (C): 0836347634

POST 13/271: OCCUPATIONAL THERAPIST: PROFESSIONAL SERVICES (BONNYTOUN) REF NO: DSD 41/2021

SALARY: Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
(Salary will be determined by post registration experience as per OSD prescripts)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Grade 1: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; No experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa or A minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving licence.
Grade 2: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license. Grade 3: Appropriate qualification that allows for registration with the HPCSA in Occupational Therapy; Registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy; A minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of RSA qualified employees who perform Community Service, as required in South Africa; or A minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Occupational Therapy in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa; A valid (Code B or higher) driving license.

Recommendation: Experience in all areas of Occupational Therapy; Administrative requirements to ensure efficient running of Occupational Therapy Services. Competencies: Knowledge of the following: Supervision Framework for Occupational Therapist; Human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Research methodology; Information and Knowledge Management; Protocol and professional ethics; Therapeutic models and techniques, methods; Relevant legislation, policies and prescripts (norms and standards); Understanding of group / social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Written and verbal communication skills; Proven computer literacy; Systemic analysis and reasoning; Group and individual therapy techniques; Assessment and evaluation tools; Presentation and facilitation skills; Planning and organising skills.

**DUTIES:**
Render therapeutic services in groups in collaboration with the Multidisciplinary team in the context of holistic management; Render individual therapeutic services; Continuous Professional Development. Keep up to date with new developments in the occupational Therapist profession; Perform all the administrative functions required of the job.

**ENQUIRIES:**
Mr N Matyida at Tel No: (021) 826 6015

**POST 13/272**
SOCIAL WORKER: SOCIAL WORK SERVICES (ATHLONE) REF NO: DSD 47/2021

**SALARY**
Grade 1: R257 592 – R298 614 per annum (OSD as prescribed).
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed).
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed).
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

**CENTRE**
Department of Social Development, Western Cape Government

**REQUIREMENTS**
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South
African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES**

Mr K Brink at Tel No: (021) 834 7000

**POST 13/273**

**CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 46/2021**

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Proven computer literacy; Planning and organising skills; Communication (written and verbal) skills; Planning and organising skills.

**DUTIES**

Supervise the following: The reception and receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to the record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Ensure and complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register on a daily basis; Do spot checks on post to ensure that no private post are included; Lock post in postbag for messengers to deliver to Post Office; Open & maintain remittance register; Record all valuable articles as prescribed in remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep record daily of amount of letters franked; Electronic scanning of files; Sort and package files for archives and distribution; Compile list of documents to be archived and submit to the supervisor; Keep records for archived documents; Allocate and ensure quality of work; Personnel development; Assess staff performance; Apply discipline.

**ENQUIRIES**

Ms LM John at Tel No: (021) 483 8473

**POST 13/274**

**COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES (METRO EAST REGION: KHAYELITSHA SDA) REF NO: DSD 43/2021**

**SALARY**

Grade 1: R217 659 - R252 327 per annum, (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

Grade 1: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. Grade 2: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Grade 3: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES:

Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES:

Mr FM Gezwind at Tel No: (021) 812 0925

POST 13/275:

SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (METRO EAST REGION: KHAYELITSHA SDA) REF NO: DSD 42/2021

SALARY:

Grade 1: R148 215 – R166 830 per annum (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license. or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license; or Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; A valid code B driving licence. Competencies: A basic
understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

**DUTIES**

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES**

Dr WJ du Toit at Tel No: (021) 812 0921

**POST 13/276**

ACCOUNTING CLERK: GOVERNANCE REF NO: DSD 45/2021

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual; Written and verbal communication skills.

**DUTIES**

Render Financial Accounting transactions: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash; Perform Salary Administration support services: Receive salary advices; Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.); File all documents; Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals; Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture, allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

**ENQUIRIES**

Mr DN Arendse at Tel No: (021) 483 8646

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**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**

03 May 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 13/277 : ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE MAINTENANCE & CONSTRUCTION & SPECIALISED MAINTENANCE REF NO: TPW 30/2021

SALARY : Grade A: R363 894 - R392 283 per annum
Grade B: R414 189 - R446 202 per annum
Grade C: R473 574 - R557 856 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Bachelor of Technology (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; A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B) or higher. Recommendation: Working experience in the following: Road maintenance and or road construction; Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of Provincial Roads; Procurement of maintenance material required; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on engineering related matters; Liaise with relevant bodies/ councils on engineering related matters; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.

ENQUIRIES : Mr X Smuts at Tel No: (044) 272 6071

POST 13/278 : SURVEY TECHNICIAN PRODUCTION REF NO: TPW 103/2020 R1

SALARY : Grade A: R311 859 - R332 799 per annum (OSD as prescribed)
Grade B: R353 226 - R380 775 per annum (OSD as prescribed)
Grade C: R402 045 - R473 574 per annum (OSD as prescribed)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Surveying with a minimum of 3 years post qualification technical experience or completion of candidacy period; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Recommendation: Experience in Roads branch operations; Extensive experience in the field of interest. Competencies: Skills in the following: Spatial perception and technical; Mapping (Computer – aided and manual), Planning and organizing, Communication skills in at least two of the three official languages of the Western
Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.

**DUTIES**

Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to endure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.

**ENQUIRIES**

Mr P Spence at (083) 641 5180