

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

GOVERNMENT PENSIONS ADMINISTRATION AGENCY: Kindly note that there was an error On the posts of Field Support Engineer: Desk Support with reference FSE/ICT/2021/04-3C that was advertised on DPSA circular number 13 of 2021: Please note that the minimum requirements for the position an appropriate three year qualification with appropriate two years' experience will be considered. No Grade 12 with A+, N+ and knowledge of ITIL will be considered for these positions. We apologise for any inconvenience that this may have caused. The original closing date of 3 May 2021 is extended to 14 May 2021 at 12h00 noon. **DEPARTMENT OF TOURISM:** Kindly note that the post of Cleaner Ref No: DT10/2021 (x3 posts) that were advertised in Public Service Vacancy Circular 14 dated 23 April 2021 do not have any EE requirements. **DEPARTMENT OF WATER AND SANITATION:** Kindly take note that the post of Administration Clerk: WARMS with Ref No: 100521/12 was advertised in the Public

Service Vacancy Circular 14 dated 23 April 2021, minimum requirements of the said post is as follows: A Senior / Grade 12 certificate. Knowledge in clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998(Act No 36 of 1998). Knowledge of the National Water use Registration process. Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct. The closing date has been extended to 17 May 2021.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	01 - 05
COOPERATIVE GOVERNANCE	B	06 - 07
CIVILIAN SECRETARIAT FOR POLICE SERVICE	C	08 - 09
EMPLOYMENT AND LABOUR	D	10 - 13
GOVERNMENT PRINTING WORKS	E	14 - 18
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	19 - 23
OFFICE OF THE CHIEF JUSTICE	G	24 - 28
PUBLIC ENTERPRISES	H	29 - 30
PUBLIC WORKS AND INFRASTRUCTURE	I	31 - 37

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	J	38 - 39
GAUTENG	K	40 - 57
KWAZULU NATAL	L	58 - 66
MPUMALANGA	M	67 - 97
NORTHERN CAPE	N	98 - 100
NORTH WEST	O	101 - 108
WESTERN CAPE	P	109 - 122

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 21 May 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

OTHER POST

- POST 15/01** : **DEPUTY DIRECTOR: (INFRASTRUCTURE PROGRAMME MONITORING AND REPORTING) REF NO: DBE/38/2021**
Branch: Infrastructure
Chief Directorate: Implementation and Monitoring
Directorate: Grant Management and Compliance
- SALARY** : R869 007 per annum (All- Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification; A minimum of four (4) years relevant experience at supervisory managerial level in a built environment or related environment; Extensive knowledge in school infrastructure; An understanding of the built environment legislation including the Division of Revenue Act, PFMA, IDIP, CIDB and experience in the planning and execution of infrastructure projects will also be a requirement; Knowledge and experience in Programme and Project management; Excellent communication skills (written and verbal), good interpersonal relation skills; Ability to work independently under pressure and adhere to deadlines; Ability to organize and direct groups of professionals in the built environment sector; Experience in construction programme and project management skills will be an advantage. A valid driver's license will be a prerequisite for this post.
- DUTIES** : The successful incumbent will be responsible to coordinate, monitor and report on infrastructure programmes implemented by provincial departments; Monitor the implementation of the programmes and projects; Produce quality programme and project performance reports; Develop & strengthening of partnerships at departmental/provincial and district level; Provide monthly analytical and strategic assessment reports on progress against sector programme targets; Verify projects and physical progress against reported expenditure and report on the physical and financial performance; Engage with provincial departments on infrastructure matters relating to planning, design, construction, commissioning, operation and maintenance of education infrastructure; Manage the disaster management programme in the sector; Develop, review and evaluate education infrastructure guidelines, regulations, policies and best practice guidelines; Conduct inspection of existing education

facilities infrastructure and prepare reports thereon; Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department; Conduct research, develop and formulate policies, procedures and programmes directly related to education infrastructure.

ENQUIRIES
NOTE

- : Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294
- : Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be submitted electronically via email: cogta86@ursonline.co.za or via fax: 086 415 5709
- FOR ATTENTION** : URS Response Handling, Tel No: (012) 811 1900.
- CLOSING DATE** : 21 May 2021
- NOTE** : Applicants are advised that a new application for employment form (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's licence, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV and (5) a SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant 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 tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Problem solving and analysis. Client orientation and customer focus. Communication skills (written and verbal). Advanced presentation/public speaking skills. Technical Competencies: Disaster Management Act, 57 of 2002. National Disaster Management Framework and related frameworks. The concept and practice of disaster risk management. The core philosophy of disaster risk reduction and mainstreaming risk reduction into development programmes. Project management methodologies. Functioning of Provincial and Local Government. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. 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. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

POST 15/02 : **CHIEF DIRECTOR: INTEGRATED PROVINCIAL DISASTER MANAGEMENT SUPPORT, MONITORING AND EVALUATION SYSTEMS REF NO: 29409/01**

SALARY : R1 251 183 per annum. (Level 14) (An 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 REQUIREMENTS : Pretoria
: A Grade 12 Certificate and an undergraduate qualification in Disaster Management/Development Studies/Environmental/Public Administration or equivalent qualification (NQF Level 7) as recognised by SAQA. 5 – 10 years relevant experience at senior management level. Additional requirements: Senior Management Pre-Entry Programme. Driver's licence. Travelling.

DUTIES : The successful candidate will perform the following duties: Provide strategic support in monitoring, reporting, evaluating and implementing of disaster management legislation. Oversee and conduct impact evaluations on disaster incidents and programmes. Develop an information and knowledge management system for disaster management. Provide strategic support on the coordination, development and implementation of integrated education, training, public awareness and research.

ENQUIRIES : Dr M.E. Tau, Tel.No: (012) 848 4602.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- CLOSING DATE** : 14 May 2021
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. 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. All shortlisted candidates 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

OTHER POSTS

- POST 15/03** : **INFORMATION ANALYST REF NO: CSP/07/2021**
- SALARY** : R869 007.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree in Statistics or Population Studies or Mathematics or Demography. 3 – 5 years working experience which three years must be at Assistant Director Level. Knowledge in the policing environment and/or Monitoring and Evaluation, data collection and processing. Data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Planning and organizing, budgeting and financial management, communication and information management. Problem solving and decision making, project management and team leadership. Research, analysis and report writing skills. Drivers licence.
- DUTIES** : Manage data and analysis thereof. Oversee the collection, collation, capturing of data. Develop system for data analysis and presentation. Co-ordinate the development of the tabulation plans, perform complex data analysis, conduct research on international best practices on oversight M&E and participate in conducting M&E oversight activities. Provide information analysis support to provinces on sector indicators. Generate data files for each province. Extract standard data tables for each province, develop analysis guidelines and provide technical support to individual province. Conduct data quality assurance and sampling for M&E projects. Ensure accuracy, reliability, completeness, timeliness and integrity of data. Develop standards to ensure data quality. Develop sampling plans for M&E projects. Draw the sample for each project, conduct weighting and estimation. Perform data warehouse development and maintenance. Develop user requirements or specifications. Oversee the development and maintenance of the data warehouse. Manage

easy access and retrieval of data and information. Develop and maintain data processing system. Design, develop and maintain the data capturing system. Develop the training guide for the data capturing system and conduct end-user training. Management of resources (human and financial).

**ENQUIRIES
APPLICATIONS**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500
: Applications can also be emailed to recruitment1@csp.gov.za.

POST 15/04

: **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO:
CSP/08/2021 (2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum
: Pretoria
: Matric or relevant qualification. Extensive experience of working with the Microsoft Windows suite of software, data analysis and Information management. A high degree of computer literacy especially using the Microsoft windows suite (e.g. MS Word, Excel, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Information collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES

: Conduct oversight visits. Collect data using M&E tools. Collect source documents as evidence to support the data collected. Capture data in the database. Conduct quality control and assurance on completed M&E tools. Handle the controlling of documents. Provide access to source documents based on access rights, maintain and update file of source documents. Provide admin support to the directorate. Ensure proper filling and archival of documents. Coordinate travel arrangements. Provide admin support to the Directorate. Provide logistical and administrative support to the Monitoring and Evaluation Team.

**ENQUIRIES
APPLICATIONS**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500
: Applications can also be emailed to recruitment2@csp.gov.za.

POST 15/05

: **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO:
CSP/09/2021**

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum
: Pretoria
: Grade 12 (Matric) or relevant qualification. Experience in data collection and processing. Data analysis and information management (added advantage). A high degree of computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Understanding of the policing environment and/or monitoring and evaluation (added advantage). Planning and organizing. Data collection, processing and management skills. Attention to detail, maintain confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES

: Participate in the development of the tabulation plan, participate in building the system, testing of the system, participate in effecting changes and finalisation of the system. Capture data in the database. Provide technical support to data capturers. Participate in data editing and imputation. Assist in data capturing. Participate in data analysis. Assist with the preparation and classification of data to be analyzed. Provide support on the coding and classification of data. Assist the Information Officer in data analysis and reporting. Provide logistical and administrative support to the sub-directorate

**ENQUIRIES
APPLICATIONS**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500
: Applications can also be emailed to recruitment3@csp.gov.za.

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

OTHER POSTS

- POST 15/06** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/380**
- SALARY** : R733 257 per annum (All inclusive)
- CENTRE** : Provincial Office: Free State
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Public Administration/ Business Administration/ Development Studies. Certificate in Project Management will be an added advantage. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Three (3) years' experience in Project Administration. Two (2) years management experience. Knowledge: Departmental and the Fund's Policies and Procedures. Public Finance Management Act (PFMA). Unemployment Insurance Contributions Act (UICA), All Labour Legislations, Project

Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy.

DUTIES : Engage with relevant stakeholders on training / skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. Monitor the activities of institutions receiving funding and report constraints including corrective actions. Participate in Advocacy campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund.

ENQUIRIES APPLICATIONS : Ms. M Maneli Tel No: (051) 505 6203
: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
Email: Job-fs1@Labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST 15/07 : **DEPUTY DIRECTOR: PEFROMANCE AUDIT REF NO: HR 5/1/2/3/62**

SALARY CENTRE REQUIREMENT : R733 257 per annum (all inclusive)
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Internal Audit / Accounting / Cost and Management Accounting. Professional Internal Auditor Certification-as an added advantage. Certified Internal Auditor- CIA as an added advantage. 5 years' functional experience in Performance Audits of which 2 years in supervisory experience. Knowledge: Compensation Fund policies, procedures, processes. Internal Audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relative stakeholders. Batho Pele Principles. Legislative requirements: PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and performance Management. Managing inter-personal conflict and problem solving. Planning and organising. Team Leadership. External Environmental Awareness.

DUTIES : Manage and implement the performance audits strategies, plans, guidelines and methodology. Manage performance audit assignments in accordance with the audit methodology. Monitor and evaluate the performance audits progress. Management of resources in the sub-directorate.

ENQUIRIES APPLICATION NOTE : Ms B Gumbu Tel No: (012) 319-9328
: Direct Your Applications To: Jobs-CF7@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/08 : **ASSISTANT DIRECTOR: ACCOUNT PAYABLE REF NO: HR 5/1/2/3/63**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Compensation Fund, Pretoria
: A Three years' qualification in Accounting or Financial management. 2 years functional experience in Financial Management environment. 2 years' supervisory experience. Knowledge: Financial Management. Generally Recognised Accounting Principles (GRAP). Generally Accepted Principles (GAAP). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Technical Knowledge Legislative requirements: COIDA Act. Public service Act. PFMA and National Treasury Regulations. Public Service Regulations Skills: Business Writing Skills. Decision Making. Budgeting and Financial Management. People and Performance Management. Conflict Management. Planning and Organising. Problem solving. Project or programme Management. Team Leadership. Risk Management.

DUTIES : Coordinate the effective and effective daily operation of the processing of accounts payable. Coordinate efficient payment system in the Fund. Maintain the accurate reporting system. Supervisor of staff.

ENQUIRE APPLICATION NOTE : Mr M Dzivhani Tel No: (012) 406 5706
: Direct Your Applications To: Jobs-CF6@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/09 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR/4/4/370**

SALARY : R376 596. per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : LLB degree / Four (4) year legal qualification. Drivers Licence. Two (2) years functional experience in legal environment. Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues, Public service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy Verbal and written communication, Good interpersonal relations, Computer literacy, Problem solving, Facilitating Presenting, Conflict management, Research, Litigation.

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring program for enforcement files. Oversee administration for statutory services in the province

ENQUIRIES : Mr M Luxande Tel No: (051) 505 6331
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST 15/10 : **CHIEF PERSONNEL OFFICER EMPLOYMENT RELATIONS REF NO: HR4/4/8/375**

SALARY : R316 791 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : A three (3) years relevant qualification in Human Resource Management/ Labour Relations Management. One (1)-two (2) years functional experience doing Employment Relations Management Services. Valid Drivers' license. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Research / analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer literacy.

DUTIES : Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBS) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.

ENQUIRIES : Mr S Segalo Tel No: (051) 505 6206
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein Email Job-fs2@Labour.gov.za

POST 15/11 : **SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/64**

SALARY : R316 791 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three- year qualification Industrial Psychology/ Management Services/ Human Resource Management. 2 years' functional experience in Change Management Initiatives/Projects or Organisational Development environment. Knowledge: Compensation fund regulations, policies, and procedures. Relevant stakeholders. Customer Services (Batho Pele Principles). Technical Knowledge. Change Management models, tools, processes and techniques Legislative requirements: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act. Batho Pele Principle. Whitepaper on Transformation. Skills: Personal Interaction. Presentation. Root cause

DUTIES

identification. Business Writing. Decision making. Communication. Active listening. Planning and organisation. Problem solving
: Implement Change Management Programme and strategies. Provide support to the Change Projects within the Fund. Co-ordinate the implementation of Change Management processes and admin services. Implement transformation programme.

ENQUIRIES

: Ms P Teffo Tel No: (060) 963 4703

APPLICATIONS

: Direct Your Applications To: Jobs-CF1@labour.gov.za

NOTE

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

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms M Mbokane, Human Resources, Tel No: (012) 748 6296.
- CLOSING DATE** : 17 May 2021 at 12:00 noon
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83 A recent comprehensive CV specifying all qualifications and experience with respective dates Certified copies of qualifications, ID and a valid driver's license (where required), must be attached It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The certification must be not older than six (6) months from the date of the advert. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical 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 managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry 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>. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), 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. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

MANAGEMENT ECHELON

- POST 15/12** : **DIRECTOR: ORDER MANAGEMENT REF NO: GPW21/1**
- SALARY** : R1 057 326 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification (NQF level 7) in Engineering / Operations Management / Business or Commerce field / industry related field, 5 years' proven experience in a manufacturing environment, 5 years' experience at middle management level or senior management, Innovative problem solving and analytical skills, Client orientation and focus, Strong analytical skills, Computer proficiency, Ability to function in a team, Good written and verbal communication skills.
- DUTIES** : Provide strategic direction in coordinating and facilitating integrated planning in an order management environment, manage and develop the Sales and

Production Print Estimation, Print Scheduling and Order Administration functions, Oversee the development and implementation of the strategic and operational plans, policies, procedures and ensure that they are followed, Implement plans to improve production and reduce spoils and waste, Develop and Implement plans to optimise the overall product/order lifecycle ,Manage customer expectations and liaise with clients with regard to printing requirements, Ensure the development of print products and related specifications according to customers' needs, Maintain and improve planning processes and related ERP systems in the order management function.

- ENQUIRIES** : Mr S Ngubane Tel. No: (012) 748-6344
- POST 15/13** : **DIRECTOR: ICT OPERATIONS REF NO: GPW21/2**
- SALARY** : R1 057 326 per annum. (An all-inclusive remuneration package)The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent NQF Level 7 qualification in Information Technology / Information Management or relevant field plus at least 5 years' experience at middle / senior management level, 3 – 5 years' experience in an Enterprise or Technology architecture environment is required, Cobit implementation, TOGAF, ICDL (International Computer Driving License), A+ and N+ certifications will be an added advantage, Sound knowledge of strategic management, Sound knowledge of Information Technology systems and processes, Working experience managing Networks, Sound knowledge of Microsoft environment especially in supporting ERP systems, Sound knowledge in managing VMWare virtualised environments, Sound knowledge of business continuity management, Sound Knowledge of the E-government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation, Planning and Organizing, Proven Project Management competency, Strategic thinking.
- DUTIES** : Ensure operational efficiency and improvement of IT Governance in the Department, Effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, Ensure the integrity and smooth operation of all GPW ICT infrastructures, systems and applications, Ensure Backup and Disaster Recovery systems are adequate, in place and operational, Engage with GPW's project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems, Perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies, Manage the development of Enterprise Architecture domain to ensure that GPW institutes and sustains a holistic and integrated view of technology standards and solutions, Create an enabling environment for line and support functions to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, Oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, Develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, Render advice to senior management on relevant technology trends and their applicability to business enhancement, Oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, Contribute to the business strategy formulation processes.
- ENQUIRIES** : Mr A Apleni Tel.No: (012) 748-6090

OTHER POSTS

POST 15/14 : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: GPW 21/3 (X2 POSTS)**

SALARY : R376 596 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : An appropriate three-year degree/diploma in Human Resource Management or equivalent with at least 3 – 5 years' experience in the human resource management environment of which 3 years must have been in recruitment and selection and at supervisory level, The following will serve as strong recommendations: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts, Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal), Project management skills, Interpersonal, liaison, co-ordination and organising skills, Leadership and conflict resolution abilities, Willingness to work beyond normal working hours, A Valid Driver's license.

DUTIES : Manage the advertisement of posts by: Interacting with line function, Assist with the responses from the advertising process, Participate in the selection panels and prepare submissions for appointments, Oversee the arrangements for interviews such as dates, venues, and invitations to candidates, Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts, Participate in individual and team discussions on the development and review of recruitment and selection policy & strategy, Assist in conducting research, developing, implementing and maintaining the recruitment and selection policy and strategies in line with legislative prescripts, Compile and maintain weekly, monthly and annual reports on Recruitment and Selection related issues, Update the recruitment databases, Provide a supervisory service to the Sub-directorate, Ensure compliance with Employment Equity Act.

ENQUIRIES : Mr. JJ. Rossouw Tel No: (012) 748- 6265

POST 15/15 : **CHIEF SECURITY OFFICER REF NO: GPW 21/4**

SALARY : R257 508 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualifications. PSIRA Grade B, 5-7 Years' experience in the security environment/ control room operations, National Key Point certificate, Firearm Proficiency or Competency certificate, Computer Literacy, valid EB (Code 08) driver's license, Good interpersonal relations, Customer focus, Good Communication (verbal, written and presentation), Be prepared to work shifts, Willingness to work long hours and available on 24 hours basis. Knowledge Of: Knowledge of the relevant Public Service Regulation Framework, security Regulations and Procedures: National Key Points Act, 1980 (Act 102 of 1980); Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985), Occupational Health and Safety Act, 1993 (Act 85 of 1993), Criminal Procedures Act, 1977 (Act 51 of 1977), Firearms Control Act, 2000 (Act 60 of 2000), MISS (Minimum Information Security Standards) and MPSS (Minimum Physical Security Standards).

DUTIES : The successful candidate will be responsible for Supervision of Security Supervisors (in-house and outsourced), Support the implementation of effective security operations and programs, Coordinate reporting of any Security Systems faults or defects by Security officers, Support Security operations in management and administration of resources, Support provisioning of effective and efficient Security investigation services, Support the implementation of security operations and protection, People management.

ENQUIRIES : Mr. DD Mokoena Tel.No: (012) 764-4000

POST 15/16 : **ARTISAN: FOREMAN GRADE A (MECHANISED BINDING) REF NO: GPW21/5**

SALARY : R304 263 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus an appropriate trade test certificate in mechanized/craft binding, 5 years' post-qualification experience, Good knowledge of binding/folding/cutting equipment and processes, Good

interpersonal relations, Quality Conscious, Planning and organising skills, Willingness to extended hours and work shifts.

DUTIES : Oversee the mechanised binding and finishing of printed matter, Allocate tasks to artisans, Ensure optimum quality standards, Ensure reconciling of production information daily, Supervise and train learners, Artisans and printer's assistants, Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES : Mr B Msomi Tel.No: (012) 748-6288

POST 15/17 : **ARTISAN: SPECIALISED PRODUCTION (MECHANISED BINDING) REF NO: GPW21/6**

SALARY CENTRE REQUIREMENTS : R286 668 per annum
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in cutting/folding/finishing, 5 years' post-qualification experience, Knowledge of commercial printing processes, Quality Conscious, Willingness to work extended hours and shifts

DUTIES : Responsible to adjust, run and maintain world class merchandised production equipment, Supervise Printer Assistants, Play a key role in maintaining quality standards, Train learners and artisans, Ensure quality assurance, Scheduled operator maintenances.

ENQUIRIES : Mr S Letswhiti Tel. No: (012) 748-6321

POST 15/18 : **ARTISAN (SPECIALISED PRODUCTION) (WEB-OFF SET) REF NO: GPW21/7**

SALARY CENTRE REQUIREMENTS : R286 668 per annum
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in full colour rotary offset machine minding, 5 years' post-qualification experience in operating web offset machines, Quality assurance and control of pre-printing and printed products Knowledge of commercial printing processes, Experience in operating a machine with a quarter folding unit.

DUTIES : The successful candidate will be responsible for operating various rotary offset machines, Conduct preventative and corrective maintenance on printing machine, Record material usage, Train Apprentices.

ENQUIRIES : Mr. I Carelse Tel No: (012) 7486326. Cell: 0724654933

POST 15/19 : **SHEET-FED (ARTISAN: SPECIALISED PRODUCTION) REF NO: GPW21/8**

SALARY CENTRE REQUIREMENTS : R286 668 per annum
: Pretoria
: A Junior Certificate (Grade 10) or equivalent qualification plus completed apprenticeship and passed trade test in sheet-fed machine machine minding with 5 years' post-apprenticeship experience in operating full colour sheet-fed printing presses, Willingness to work extended hours and shifts, Attention to detail and ability to work under pressure, Quality assurance and control of pre-printing and printed products, Basic computer literacy

DUTIES : Operate sheet-fed (colour printing equipment), Perform specific machine minder maintenance on machines as per manufacturer's requirements, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Train learners.

ENQUIRIES : Mr. M Thunyiswa Tel: 012 7486307. Cell: 0734807812

POST 15/20 : **ARTISAN (PRODUCTION) (PERSONALISATION) REF NO: GPW21/9**

SALARY CENTER REQUIREMENTS : R190 653 per annum
: Pretoria
: Grade 10 or equivalent qualification plus a completed apprenticeship in a printing trade and passed trade test, Basic computer skills, Good interpersonal skills, Quality conscious. Preference will be given to candidates in a possession of electronic origination or DTP qualification.

DUTIES : Adjust, run and maintain personalisation equipment, Reconcile personalisation documents daily, Ensure optimum quality standards, Responsible for scheduled operator maintenance.

ENQUIRIES : Mr. F. Nagel Tel No: (012) 748 6109

POST 15/21 : **WAREHOUSE CLERK REF NO: GPW21/10**

SALARY : R173 703 per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification, Computer literacy with good knowledge of MS Office (Outlook and Excel), Numerical proficiency, Good communication skills, Problem-solving skills, Good interpersonal relations, Attention to detail.

DUTIES : Verify and dispatch of stock, Issue and pick stock, Ensure maintenance and control of stock, Capture transactions on stock system, Handle internal and external telephonic queries, Ensure proper recordkeeping and administration of records, Participate in all stock counts.

ENQUIRIES : Ms E Letsoalo Tel No: (012) 748 6140

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 17 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. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 15/22 : **CHIEF DIRECTOR: JUSTICE COLLEGE (HEAD OF JUSTICE COLLEGE)**
REF NO: 21/121/JC

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

CENTRE : Justice College, Pretoria

REQUIREMENTS : An appropriate B Degree in Public Administration/Law or equivalent qualification (NQF Level 7) as recognized by SAQA; A Master's Degree in the above mentioned qualification will be an added advantage; 5 years must be at senior management level; 4 years' experience should be in training and education environments. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Networking and change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and decision-making; People management and empowerment; Communication skills; Planning and organizing; Diversity management; Team leadership; Managing interpersonal conflict

DUTIES : Key Performance Areas: Manage and coordinate implementation of strategic direction and corporate governance in the Component; Oversee and manage development and accreditation of education, development and training of all programmes; Oversee and manage provision and delivery of training, education and development of all programmes; Oversee and manage development and production of research, innovation and knowledge; Manage and coordinate administrative and learner support services.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357 8240

APPLICATIONS : Quoting The Relevant Reference Number, Direct Your Application To: Email Address: DOJ21-121-JC@justice.gov.za

NOTE : Preference will be given to women and people with disability.

- POST 15/23** : **CHIEF DIRECTOR: CONSTITUTIONAL IMPLEMENTATION REF NO: 21/118/CD**
- SALARY** : R1 251 183 – R1 495 956 per annum (All inclusive remuneration package).The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in law or LLB Degree in Public Law; International Law and Human Rights qualification; 6 years' experience in International Law & Human Rights or Public Law; 5 years must be at senior management level; Skills and Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management and budgeting; Networking and change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and decision-making; People management and empowerment; Client orientation and customer focus; Communication skills; Planning and organizing; Diversity management; Team leadership; Managing interpersonal conflict.
- DUTIES** : Key Performance Areas: Coordinate programmes supporting government efforts in promoting, implementing and protecting human rights; Manage Human Rights programmes and Chapter 9 Institution support; Manage legislative and mandated programmes; Implement government equality programmes and policies; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-118-CD@justice.gov.za
- NOTE** : Preference will be given to women and people with disability.
- POST 15/24** : **CHIEF DIRECTOR: INTERGRATED JUSTICE SYSTEMS AND PROJECT MANAGEMENT OFFICE: REF NO: 21/107/DG**
- SALARY** : R1 251 183 – R1 495 956 per annum (All inclusive remuneration package).The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF Level 7) as recognized by SAQA preferable in Project Management, Information & Communication Technology and Social Science; At least 5 years in large ICT project environment; 5 years must be at senior managerial level; Knowledge and understanding of the Justice system; A valid driver's license. The following will be added as advantages: Post Graduate qualification in relevant field will be a strong advantage; Proven track record of delivery of a high impact modernisation project. Skills and Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management and budgeting; Networking and Change management; Knowledge management; Service Delivery innovation (SDI); Problem Solving and decision-making; People Management and empowerment; Client orientation and customer focus; Communication skills; Planning and Organizing; Diversity management; Team leadership; Managing interpersonal conflict and resolving problems;
- DUTIES** : Key Performance Areas: Provide the development and maintenance of project management standards, framework and systems for the department; Coordinate organization-wide portfolio of continuous improvement programmes, systems and process; Coordinate Integrated Justice System (IJS) projects and programmes across member departments through oversight, budget management & control and reporting thereof; Develop and administer IJS financial planning, expenditure control, procurement services and reporting on IJS programme. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Melato Tel No: (012) 315 1351
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-107-DG@justice.gov.za
- NOTE** : Preference will be given to women and people with disability.
- POST 15/25** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: 21/124/LD**
- SALARY** : R1 251 183 – R1 495 956 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An LLB undergraduate qualification as recognized by SAQA (NQF Level 7) or equivalent qualification; At least 5 years' experience as a Senior Manager in a

- legal environment; Admission as an Attorney or Advocate will be an added advantage; Knowledge of the South African legal system, legal practices and related spheres. 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 provision of legal advice and opinions to the Department; Manage and advise on litigation matters; Maintain the contingent liability register for the Department; Manage legal liabilities and investigation of losses; Manage and facilitate the drafting and vetting of contracts; Memorandum of Understanding and Service Level Agreement; Manage legal processes in respect of pardons and expungements; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-124-LD@justice.gov.za
- POST 15/26** : **DIRECTOR: ADMINISTRATION SUPPORT, OFFICE OF THE DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES: REF NO: 21/122/HR**
(12 Months Contract Appointment)
- 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 REQUIREMENTS** : National Office, Pretoria
: A Degree in Public Administration, Management Studies and Social Sciences at NQF level 7 or equivalent qualification; Post-Graduate qualification (NQF level 8) is an added advantage; A minimum of three (3) years in Public Administration; Minimum of 5 years' experience at a middle/senior managerial level; Experience in Public Service financial management and Departmental policies and Procedures; Knowledge of Project management, National Treasury and Department of Public Service Administration (DPSA) policies and procedures. Skills and Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Quality assurance, problem solving and analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity.
- DUTIES** : Key Performance Areas: Manage the administrative support services in the Office of the Deputy Director- General; Provide technical and administrative support pertaining to Corporate Services and various stakeholders, offices and committees; Manage and oversee budget and procurement functions; Manage and monitor the implementation and development of departmental policies and other relevant prescripts; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-122-HR@justice.gov.za
- NOTE** : Preference will be given to women and people with disability.
- POST 15/27** : **DIRECTOR: ADMINISTRATION SUPPORT, OFFICE OF THE DIRECTOR-GENERAL: REF NO: 21/123/DG**
(12 Months Contract Appointment)
- 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 REQUIREMENTS** : National Office, Pretoria
: A Degree in Public Administration, Management Studies, Social Sciences or legal/Law at NQF level 7 or equivalent qualification; Post-Graduate qualification (NQF level 8) is an added advantage; A minimum of three (3) years in Public Administration; Minimum of 5 years' experience at a middle/senior managerial level; Experience in Public Service financial management and Departmental policies and Procedures; Knowledge of National Treasury and Department of Public Service Administration (DPSA) policies and procedures. Knowledge and understanding of the South African legal system. Skills and Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change

DUTIES : Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity.
 Key Performance Areas: Manage the administrative support services in the Office of the Director- General; Provide technical and administrative support pertaining to Parliamentary and various stakeholders, offices and committees; Manage and oversee budget and procurement functions in the Office of the Director- General; Manage and monitor the implementation and development of departmental policies and other relevant prescripts; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. M Kekana Tel No: (012) 357 8023
 : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-123-DG@justice.gov.za

NOTE : Preference will be given to Women and people with disability.

OTHER POSTS

POST 15/28 : **DEPUTY DIRECTOR: GENDER AND THE LAW REF NO: 21/117/DG**

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

CENTRE REQUIREMENTS : National Office, Pretoria
 : An LLB, B.Proc or equivalent qualification at (NQF level 6); 3 years' experience in a management position in gender research and related matters; Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Analytical skills; Problem solving skills; Planning and Organizing skills; Project management; People management; Honesty and integrity; Interpersonal relationship skills.

DUTIES : Key Performance Areas: Develop gender policy guidelines, strategies and action plans; Facilitate a working relationship between the Department and Civil Society including NGO's and CBO's within the area of Gender and Justice; Research for monitoring and evaluation purposes and information policy and legislative development; Review, improve, monitor and evaluate policy and legislation which affects women and children to ensure that it complies with the provision of our Constitution; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr O Melato Tel No: (012) 315 1351
 : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-117-DG@justice.gov.za

POST 15/29 : **COURT MANAGER (3 POSTS)**
 (Re-advertisement)

SALARY : R470 040 – R553 677 per annum. (The successful candidate will be required to sign a performance agreement)

CENTRE : Magistrate's Office: Odendaalsrus: Ref No: 21/33/FS
 : Magistrate's Office: Botshabelo; Ref No: 21/ 34/FS
 : Magistrate's Office: Thaba-Nchu: Ref No: 21/35/FS

REQUIREMENTS : A 3 year qualification in Public Administration/Management /or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Organizing skills; Presentation skills; Finance management skills; Planning skills; Decision making skills; Loyal, honest ability to work under pressure; Continuous Improvement; Team Leadership; Managing of interpersonal conflict and resolving problems; Customer focus and responsive.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports

- to the relevant users; Develop and implement customer service improvements management; Manage service level agreements.
- ENQUIRIES** : Ms. N Dywili Tel No(051) 407 1800.
- APPLICATIONS** : In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line:
DOJ21-33-FS@justice.gov.za or fax 0864003806 / 0865070071
DOJ21-34-FS@justice.gov.za or fax 0864003806 / 0865070071
DOJ21-35-FS@justice.gov.za or fax 0864003806 / 0865070071
- NOTE** : Separate applications must be made quoting the relevant reference
- POST 15/30** : **SENIOR ADMINISTRATIVE OFFICER: REF NO: 21-119-SA**
- SALARY** : R316 791– R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney, Mthatha
- REQUIREMENTS** : 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); 2 years' experience in office administration and finance; Knowledge of the Public Finance Management Act, Departmental Financial Instruction and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS office); Interpersonal relations; Communication skills (verbal and written); Planning and organizing skills; Problem solving skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the Chief Litigation Officer; Render human resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and provide logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
- ENQUIRIES** : Mr. Kooko Tel No: (012) 315 1164
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-119-SA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.

**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

**APPLICATIONS**

- National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Thohoyandou: Quoting** the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Gauteng Local Division/Pretoria/Labour Claims Court (Randburg):** 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.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE
NOTE

- : 14 May 2021
- : 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 (Act55) 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. 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 Three – Years’ Judge’s Secretary (3 Posts), Gauteng Division: Pretoria, Ref No: 2021/100/OCJ (12 Months Contract), advertised on DPSA Circular 12 with a closing date of 23 April 2021 has been withdrawn. We apologise for any inconvenience caused

OTHER POSTS

- POST 15/31** : **COURT MANAGER, REF NO: 2020/112/OCJ**
- SALARY** : R733 257. per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeals Court: Johannesburg
- REQUIREMENTS** : A three (3) year relevant qualification in Management or Administration. A minimum of six (6) years’ relevant experience of which three (3) years’ should be at a Supervisory Level. A valid driver’s licence. Technical knowledge and competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary.
- ENQUIRIES** : Ms. T Mbalekwa Tel No: (011) 355 0404
- POST 15/32** : **IT INTERNAL AUDITOR – DATA ANALYTICS, REF NO: 2021/111/OCJ**
- SALARY** : R376 596. per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An undergraduate qualification (NQF level 6/7) in Information Systems / Informatics / Computer Science / Internal Auditing / Accounting / Commerce or equivalent. CIA / CISA is an added advantage. Three (3) – Five (5) years IT audit experience demonstrating thorough. Knowledge and expertise in data analytics (CAATS), use of tools and or personally developed scripts in SQL and or VB. Ability and willingness to travel extensively across the country. Ability to understand business processes, systems and data structures. Ability to engage with business and IT (technical) to obtain required information. Understanding risks and controls. A valid driver’s license. Technical Knowledge/Competencies: Information and Data Analysis. Application of Audit Technology / CAATs. Knowledge of Business Process Analysis and Re-engineering. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Behavioural Competencies: Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis.
- DUTIES** : The successful candidate will report to the Audit Manager, and their responsibilities will include: IT Audit planning, business process reviews, execution, project quality and reporting. Coding of scripts in SQL or through the use of analytics tools, testing scripts and validating results before document audit work papers. Assist with management of the Internal Audit technology and Data Analytics Tools. Engagement with IT, System and Data Owners as well as the Administrators. Data analytics, collating and reporting of data on monthly and quarterly basis to engagement and for each audit project.
- ENQUIRIES** : Ms. S Tshidino and Ms. B Rakgotho Tel No: (010) 493 2500/ 8774

- POST15/33** : **IT CO-ORDINATOR REF NO: 2021/113/OCJ**
(3 Year Contract)
- SALARY** : R376 596. per annum (plus 37% in lieu of benefits). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre, Cape Town
- REQUIREMENTS** : A Grade 12 plus a relevant three year post matric IT qualification in IT/ Grade 12 plus relevant IT certification with training/ project management modules and a minimum of three (3)- years' appropriate experience. A minimum of two (2)- years' experience in LAN Support Services. A minimum of one (1)-year End User Training. Project and systems management. Experience in network administration, helpdesk first line support. Skills and Competencies: Knowledge of Government prescripts, regulations and laws. Knowledge of development of the user training manuals, guidelines and procedures and drafting of budget. Knowledge of Public Sector IT environment and change management. Good communication skills. Interpersonal skills. Problems Solving. Training and Presentation skills. Planning and organising skills.
- DUTIES** : Conduct infrastructure assessment and coordinate all the IT related activities with the Region. Technical Support. Provide IT Business Systems Training. LAN Support and Evaluation on IT Business Systems within the Region. Write and respond to correspondence and Provide Practical training and assistance
- ENQUIRIES** : Ms. L Adams/ Ms. M Baker Tel No: (021) 469 4000
- POST 15/34** : **CHIEF REGISTRAR, REF NO: 2020/114/OCJ**
- SALARY** : R473 820. (MR6) (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** : High Court, Mthatha
- REQUIREMENTS** : An LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and Managerial experience. A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professionalism appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President. Make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction. Manage PMDS of staff.
- ENQUIRIES** : Mr. S Mponzo Tel No: (043) 726 5217
- POST 15/35** : **PRINCIPAL COURT INTERPRETER, REF NO: 2021/115/OCJ**
Re-advertisement Candidates who previously applied are encouraged to reapply.
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification. A minimum of five (5) years' practical experience as a Court Interpreter with a minimum of years' supervisory

- experience. A valid driver's licence. Proficiency in English and/or two or more indigenous languages. Skills and Competencies: Excellent communication skills. Listening skills. Interpersonal skills. Time management skills. Computer literacy. Analytical thinking. Problem solving skills. Planning and organising. Confidentiality. Ability to work under pressure and art of interpreting.
- DUTIES** : Render interpreting services in complex and high profile cases, special cases, pre-trial conferences, disciplinary hearings and consultations, translate legal documents and exhibits. Develop terminology. Procure foreign language interpreters and casual interpreters in line with PFMA. Control, supervise and attend to personnel administrative aspects of interpreters. Render supervisory services in the Legal Interpreting and Language environment. Provide mentoring and coaching to Junior/Senior Court interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.
- ENQUIRIES** : Ms. T Mbalekwa Tel No: (011) 335 0404
- POST 15/36** : **REGISTRAR, (2 POSTS)**
- SALARY** : R257 073. (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** : Thohoyandou High Court, Ref No: 2021/116/OCJ
Land Claims Court (Randburg), Ref No: 2021/117/OCJ
- REQUIREMENTS** : An LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- 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** : Thohoyandou - Mr. Masemola T/ Ms. Phadziri N Tel No: (015) 230 4051 /4008
Land Claims Court - Ms. T Mbalekwa Tel No: (011) 355 0404
- POST 15/37** : **JUDGES SECRETARY, REF NO: 2020/118/OCJ**
(Three-Year Contract)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the

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

- ENQUIRIES** : Ms. T Mbalekwa Tel No: (011) 355 0404
- APOST 15/38** : **DATA CAPTURER, REF NO: 2021/120/OCJ**
- SALARY** : R145 281. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Western Cape Division (Cape Town)
- REQUIREMENTS** : A Grade 12 or NQF Level 4 qualification. Knowledge of clerical and administrative duties, practices as well as the ability to capture data. Skills and Competencies: Good written and oral communication skills. Excellent computer skills and knowledge and experience with Microsoft office software. Good typing skills. Attention to detail.
- DUTIES** : Render data capturing services. Effective use of technology to contribute to organizational efficiency and work distribution. Provide administrative support services. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, completeness and consistency. Compile statistical information/reports. Receive statistical information for further processing. Capture and update information from manual records to electronic documents. Update and file/ archiving of records. Continuous updating of information on computer for reporting purposes.
- ENQUIRIES** : Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0083 or by email stated below recruits@dpe.gov.za
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 14 May 2021
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill this position. People with disabilities are encouraged to apply and preference will be given to the EE Targets of the Department.

MANAGEMENT ECHELON

- POST 15/39** : **DEPUTY DIRECTOR-GENERAL: SOC GOVERNANCE ASSURANCE AND PERFORMANCE REF NO: DPE/2020/ 004**
Unit: SOC Governance Assurance and Performance
- SALARY** : R1 521 591 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of postgraduate degree in Legal and/or Business Administration (NQF Level 8), with minimum of 8-10 years' experience of which 5 years must be at senior managerial level, as required. Knowledge and experience in public sector compliance management will be an added advantage. The candidate must demonstrate strong capabilities in strategic, change, risk, quality and project management as well as the ability to interpret and codify legal statutes. Excellent report writing, communication, presentation, negotiation and problem solving skills as well as the ability to work under pressure and meet deadlines are crucial in the position.
- DUTIES** : At a strategic level manage and coordinate the development of the DPE's legal assurance policy regime, compliance to legislation and standardised legal instrument assurance framework for the SOC Group. Direct, manage and coordinate processes to align existing or develop legal instruments for the governance of SOC's in the group. Manage processes to provide legal opinions on Shareholder interface processes with SOC Boards. At a strategic level coordinate and oversee the development and implementation of the DPE's SOC governance policy and instruments frameworks inclusive of governance standards. Governance assessment toolkits for the SOC Group and the SOC Groups governance reporting framework. At a strategic level, manage the provisioning governance early warning services to the Stakeholder. Manage SOC governance review processes and at a technical level engage executive management of SOC's on identified governance issues. Provide, through the Director-General, at a strategic level technical advisory services to the Minister as Shareholder on governance issues within a specific SOC. Provide, through the Director-General, technical advisory services to the Minister with regard to the appointment and management of SOC Boards. Strategically direct the development of a fraud prevention and anti-corruption strategy, policy and instruments. Coordinate the provisioning of technical support to the department to implement appropriate fraud prevention and anti-corruption measures. Manage the development and implementation of departmental system to appropriately manage issues of conflict of interest. Manage the coordination of internal and SOC investigations (including forensic investigations) related to

fraud and corruption, track implementation of Investigation Reports with SOCs; Track all compliance activities within the prescribed frameworks and report thereon. Oversee the development and implementation of DPE's Code of Ethics. Monitor, evaluate and report on the impact of DPE's fraud prevention and anti-corruption. Provide technical support on Corporate Commercial transactions. Direct, Manage and represent the department in litigations, provide legal advice and opinions. Deal with all forms of arbitration. Also, advise and support the department on all aforementioned matters. Strategically direct the development of institutional capacity for the performance of a SOC Group risk management function, including policies and instruments. Strategically direct the development, maintenance and implementation of the DPE's SOC Group's Risk Register and mitigation strategies. Coordinate at a strategic level processes to analyse the impact of risk mitigation strategies and report thereon to inter alia also inform compact alignment requirements. Coordinate at a strategic level processes to provide the Shareholder with early warning services. Manage SOC risk assessment review processes and at a technical level engage executive management of SOC's on identified risk issues and mitigation strategies. Provide, through the Director-General, at a strategic level technical advisory services to the Minister on shareholder risk issues/mitigation mechanisms within a specific SOC as well as Board engagement matters. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Mobilise technical support of the business support components to implement and maintain prescribed human resource, financial and supply chain management systems within the Branch. Direct, manage and account for the utilisation of the Branch's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Branch. Oversee strategic and annual planning processes for the Branch and ensure compliance with the DPE's Strategic Planning and Performance Review Agenda. Strategically direct the utilisation of technology in support of the Branch's business processes. Develop and maintain strategic partnerships in support of Branch's operations.

ENQUIRIES

: Henriette Strauss, Tel No: (012) 431-1022

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : May Be Forwarded To: Head Office: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.
- FOR ATTENTION** : Ms N.P. Mudau.
- CLOSING DATE** : 14 May 2021 at 16H00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 signed Form, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will not be accepted. People with disabilities are encouraged to apply. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: [https:// www.thensg.gov.za/training-course/sms-pre-entryprogramme/](https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/).

MANAGEMENT ECHELON

- POST 15/40** : **CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED REF NO: 2021/116**
- SALARY** : R1 251 183 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA, plus 5 years of experience at a senior managerial level in Property Management/ Real Estate Management. A valid driver's licence (required to travel). Learning Fields: Property Management, Real Estate Management, Land development, Asset Management. Knowledge: Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels and participate at an executive level, People

DUTIES

orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.

: Manage the life cycle of immovable assets (planning, acquisitions, operations and disposals). Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Develop strategies to prevent unlawful occupation of state property. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

ENQUIRIES

: Ms. N Makhubele, Tel.No: (012) 406 1623.

NOTE

: The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

POST 15/41

: **CHIEF DIRECTOR: ICT REF NO: 2021/117**

SALARY

: R1 251 183 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: An Undergraduate qualification (NQF level 7) in Information Technology, 5 years SMS Information Technology project management experience. Knowledge: Directory and MS Exchange; Active Microsoft Windows operating system; Project Management; Information Technology policies and standards; Contract Management; Antivirus; Virtual environment; Server Infrastructure management; Information Technology Audit and Governance; Procurement processes; Computer systems analysis; System administration; Compilation of management reports. Skills: Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Facilitation; Research. Personal Attributes: Ability to work under pressure; Good interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hard-working. Willing to adapt work schedule, Other: Willing to adapt work schedule, Security clearance.

DUTIES

: Ensure development and maintenance of ICT strategies, policies and procedures-:Undertake research on the latest developments in professional guidelines, legislations and standards; Oversee benchmarks with various institutions for ICT best comprehensive ICT strategies; Ensure that all ICT Projects policies, guidelines and practice techniques and methodologies; Lead the development and execution of standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Manage ICT Governance for the Department; Evaluate ICT Projects strategies and processes in order to continually improve them. Oversee ICT operations services-:Oversee the implementation and delivery and of new systems, technologies and services to deliver innovative ICT solutions; Ensure effective and efficient management of technology including hardware, software, support, security and risk management; Oversee all aspects of information security, protocol, compliance and governance with regards the ICT service; Maintain accurate asset registers of physical and digital ICT assets; Oversee the provision of effective ICT client support service; Manage the acquisition of identified needs; Continuously review ICT Infrastructure, making capacity recommendations for the improvement; Ensure that there is an effective and up to date Disaster Recovery Plan for ICT services. Identify and define specific ICT business requirements in

collaboration with relevant unit's directors to develop tailored ICT solutions; Manage the development of Enterprise Architecture domain to ensure that GPW institutes and sustains a holistic and integrated view of technology standards and solutions; Manage systems analysis and architecture; Ensure effective Web and Database administration. Oversee ICT project and programme management -;Manage the selection and prioritisation of ICT projects and programmes according to the Department's overall strategy; Oversee the development of project standards, specifications and service levels according to organisational objectives; Ensure that all project charters are aligned properly to the strategy; Ensure the availability and management of funds to meet the MT EF objectives within the project environment/services; Ensure that work and projects are delivered within agreed budgets; Ensure application of methodology and enforce project standards to minimise risk. Manage the Chief Directorate -;Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the directorate and report on progress as required; Manage performance and development of employees; Establish implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Serve on transverse task teams as required; Monitor the budget and expenditures of the Directorate;

- ENQUIRIES** : Mr. SC Zaba, Tel No: (012) 406 1544
- POST 15/42** : **CHIEF DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: 2021/118**
- SALARY** : R1 251 183 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in the full range of Communications and Marketing or related field of study and include an element of communication as recognized by SAQA plus five (05) years of experience at a senior managerial level in Communications, Marketing and Stakeholder Management, Journalism. Personal Attributes: Innovative, Creative, Resourceful, Energetic, Helpful, Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, particularly at an executive level, People orientated, Able to establish and maintain personal networks, Trustworthy. Assertive, Hard-working highly motivated, Ability to work independently, Team player. Knowledge: Marketing and communications. Extensive knowledge of department strategic objective, In-depth knowledge of Government Communication processes. Extensive knowledge of Government Communication processes and policies. Extensive knowledge about the dynamics of South African media, In-depth knowledge of government protocol processes. Development and implementation of strategies. Public Finance Management Act, Supply Chain Management. Financial and budget administration processes and systems. Change management and organisational development. Skills: Executive management skills. Sound analytical and problem identification and solving skills. Advanced marketing skills. Language proficiency. Advanced report writing. Research methodology. Organising and planning. Computer skills. Policy formulation. Planning and organising, Negotiation skills. Advanced communication (verbal and written). Advanced interpersonal and diplomacy skills. Time management. Decision making skills. Conflict management. Motivational skills. Influencing skills. Programme and management skills. Willing to adapt work schedule in accordance with professional requirement. Willing to travel. A valid driver's licence.
- DUTIES** : Manage the development and implementation of the Department Communication and Marketing strategy aligned to the Departments strategic objectives. Undertake research on latest developments in the marketing and communications fraternity. Lead and oversee the implementation of the developed communication strategy. Manage the development and implementation of the chief directorate business plan. Effective management of flow of information between the Department and its internal and external stakeholders. Develop, implement and monitor internal and external communication processes. Manage the compilation and writing of newsletters, website, posters, speeches, magazines and memoranda. Manage the

production of internal and external communication tools. Manage the coordination of printing and publishing of internal and external publications. Manage the development and implementation of language policy and promote easy access to public information. Management of the Department's branding and image building initiatives. Provide technical marketing and communication support to the Executive. Ensure that Departments branding and promotional tools are displayed at every function the department is participating. Manage Department's branding and imaging hub. Oversee the undertaking of surveys and research to analyse the department's public image and reputation. Facilitate the updating and maintenance of information on department's website. Manage the production of marketing and public relations written and visual communication material. Manage the compilation of department's corporate calendar. Manage the procurement of Marketing and Communications operational needs. Develop and manage Service Level Agreements with service providers. Ensure capacity building through skill transfer, training and development of staff, Manage I human and financial resources allocated to the component.

- ENQUIRIES** : Mr. C Mtshisa, Tel No: (012) 406 1660 / 1148
- POST 15/43** : **DIRECTOR: ICT PROJECTS AND PROGRAMME MANAGEMENT REF NO: 2021/119**
- SALARY** : R1 057 326 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Information Technology; 5 years MMS/SMS Information Technology project management experience. Knowledge: Active Directory and MS Exchange; Microsoft Windows operating system; Project Management; Information Technology policies and standards; Contract Management; Antivirus; Virtual environment; Server Infrastructure management; Information Technology Audit and Governance; Procurement processes; Computer systems analysis; System administration; Compilation of management reports. Personal Attributes : Ability to work under pressure; interpersonal relationship; Willing to learn new technologies; Good Verbal and written communication; Creative; Team player; Ability to communicate at all levels; Trustworthy; Assertive; Hard-working; Self-motivated. SKILLS: Ability to work independently; Ability to operate computer on hardware and software; Problem solving; Training; Strategic planning; Facilitation; Research. OTHER: Willing to adapt work schedule; Security clearance.
- DUTIES** : Manage the development and maintenance of ICT Projects and Programme Management policies, strategies and procedures:- Undertake research on the latest developments in professional guidelines, legislations and standards; Manage benchmarks with various institutions for ICT Projects and Programme Management best practice techniques and public works & infrastructure methodologies; Lead the development and execution of comprehensive ICT Projects Management strategies; Ensure that all ICT Projects and Programme Management policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective; Monitor the implementation and ensure compliance with applicable policies and Directives; Evaluate ICT Projects and Programme Management strategies and processes in order to continually improve them. Oversee the design and implementation of an appropriate project management framework: -Oversee the initiation of ICT projects and programmes; Select and prioritise ICT projects and programmes according to the Department's overall strategy; Ensure that all project charters are aligned properly to the strategy; Manage the development of project standards, specifications and service levels according to organisational objectives; Oversee the development of project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage final review and approvals or audits on project designs according to design principles or theory; Ensure application of methodology and enforce project standards to minimise risk. Manage resources for ICT Projects and Programmes:-Oversee a team of project managers and project teams; Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of

organisational objectives; Oversee finances to ensure that the project progresses on time and on budget; Ensure effective utilisation of allocated resources; Review regular progress reports; Oversee quality assurance of ICT projects and programme; Evaluate and assess results of a project.

ENQUIRIES

: Mr. B Zwane, Tel No: (012) 406 1578

POST 15/44

: **DIRECTOR: INDUSTRY RESEARCH REF NO: 2021/120**

SALARY

: R1 057 326 per annum. (All Inclusive salary Package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: An Undergraduate qualification (NQF level 7) in the Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification; Professional registration with applicable Professional Councils; 5 years middle/ senior management relevant work experience; Relevant experience in construction, property and economic research as it pertains to immovable asset management, and applying it to the compilation of, among other, strategic reports and presentations, tariff structures and government sector operational requirements; Proven managerial abilities; and a valid Driver's licence Knowledge: MS Office Word, Excel & Power Point; SAS, research and information gathering; budgeting, financial planning and forecast; work with and understand large data files; data management tools such as Access, SQL and analysing large data using quantitative techniques; understanding of government socio-economic policies and principles; in-depth understanding of the built environment; understanding of the property and construction environment; property and facilities management; financial modelling; investment management; risk management; programme and project planning; Understanding of government socio-economic policies and principles; Skills: Strong analytical (quantitative as well as qualitative) skills; building models, data mining and on line market research skills; advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving; research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels; advanced ICT proficiency; advanced and technical report writing personal attributes: Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

DUTIES

: The successful candidate will be required to provide insights and tools to various stakeholders on the property and construction sectors through the analysis and interpretation of economic, social, industry, market and internal trends to enable efficient and effective decision-making in the Department's immovable asset management programme. Duties will include, inter alia, Research and analysis of economic, social, industry, market and internal trends in relation to the construction and property sectors (including reporting on trends and asset management best practices, public and private participation to keep abreast of emerging innovations and trends in asset management, supporting asset management planning, inventory management and performance management); Providing a framework and managing the development and implementation of data management for the REIS Branch (including the introduction of effective data management, maintenance and quality assurance procedures as well as the establishment of an integrated, reliable database); Providing a framework and managing the development and implementation of analytical tools, models and best practice investment related policies as required in support of Departmental asset management practice (including the identification, development and implementation of analytical tools and methodologies that assist various units in planning and decision making, research and recommending software that can assist investment decisions and the development of certain fit-for-purpose investment related policies based on best practice); Providing business innovation intelligence and strategy for the Department's Property Trading Entity (including the suggestion of income generating asset class strategies for implementation by the trading entity, commissioning and navigating studies on identifying and capitalizing hidden assets, comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally, and working with other institutions to leverage off latest

innovations); Providing advisory services to various internal and external stakeholders (including presenting research insights to various PMTE stakeholders, training units on any developed analytical tools relevant to their business, updating latest trends relevant to business units, fostering relationships with academic and private institutions, and Involvement in industry activities (events, conferences, share sessions, etc.) to help stay abreast with industry trends); Leading and managing the Industry Research Directorate (including establishing and maintaining appropriate internal controls and reporting systems in order to meet performance expectations, developing, managing and reporting on the operational plan of the Directorate and reporting on progress as required, managing performance and development of employees, establishing, implementing and maintaining efficient and effective communication arrangements, compiling and submitting all required administrative reports, quality controlling work delivered by employees, managing and monitoring the budget and expenditures for the Directorate).

- ENQUIRIES** : Mr. PF Chiapasco, Tel No: (012) 406 1063
- POST 15/45** : **DIRECTOR: CAPACITY BUILDING: PROFESSIONAL SERVICES REF NO: 2021/121**
- SALARY** : R1 057 326 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Public Management, Human Resource Management, Social or Management Sciences. 5 years working experience in MMS/SMS within Sectoral Education Training Authority (SETAs) / Donor funding / Youth/Skills Development/ Human Resources Development environment of which five (5) years should be at Management Level. Experience in the development of policies, frameworks, and implementation guidelines is critical. Knowledge of the Built Environment training systems is a must. Possess a valid unendorsed driver's licence. Knowledge and understanding of National Skills Development Strategy, National Infrastructure Act, Public Finance Management Act, Skills Development Act, National Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Excellent verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively.
- DUTIES** : Design and coordinate implementation of capacity building frameworks guidelines, processes, norms & standards and strategies for provision of professional skills (inclusive of Property and management of the Academy). Conduct research on capacity building programmes. Ensure the drafting and approval of capacity programme guidelines, norms & standards and strategies. Oversee the development and implementation of support tools. Oversee the development, implementation and maintenance of related policies, procedures and guidelines. Establish structures and mechanisms for coordination and implementation of identified capacity building programmes in relation to professional services. Maintain strategic and operational agreements between National and Provincial Departments of Public Works; and Infrastructure Departments. Coordinate contribution towards Sector Skills Plan, Human Capital needs of the Public Works Sector; and Establish forums on coordination and implementation of programme. The strategic management of the programme budget. Identify and acquire the required physical facilities, equipment and human resources appropriate to the learning project; and identify the sources of funding. Manage the Public Works Academy. Establish and maintain partnerships to strengthen and facilitate the provision of professional skills. Identify partners and stakeholders to strengthen the capacity building programme. Negotiate Memoranda of Understanding and Agreements. Develop and maintain partnerships strategy to facilitate provision of professional skills. Render support to all spheres of Government on institutionalisation of capacity building programmes. Provide guidance and support to the organisational image, capacity building trends and direction. Monitor, evaluate and report on capacity building programmes. Develop (or adapt existing) policies and procedures relating to assessment procedures.

ENQUIRIES

Manage reporting of assessments, to ensure that assessments are conducted in accordance with the stipulations in the technical learning programmes. Manage reporting of all the technical learning and assessment within the Sector. Coordinate and facilitate the National Technical Committee on the CTA programme meetings. Manage the directorate.
: Ms. Vangile Manzini Tel No: (012) 406 1341/ 082 739 6768

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

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

- APPLICATIONS** : Head: Public Works, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted By Staff In Offices In The Building.
- CLOSING DATE** : 14 May 2021
- NOTE** : Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 15/46** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: PWI 21/07 (1 POST)**
Chief Directorate: EPWP
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (A Basic salary)
: Bloemfontein
: An appropriate tertiary qualification in Human Resources Development/Education Field or equivalent qualification. Knowledge in project management, facilitation skills, presentation skills, experience in working with communities. Good financial management and understanding of the public service and other developmental policies such as BBBEE. Understanding of the skills development policies. Valid driver's license. Recommendations: Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet.
- DUTIES** : Manage the training cycle. Analyze training needs, coordinate and facilitate SMMEs' skills development. Coordinate the development of the training plan needs. Manage internship programme within the EPWP sector. Manage staff members. Produce necessary reports. Create conducive environment that promotes SMMEs' access to market, finance and training. Provide SMME support and information. Refer SMME to institutions that provide respective services, as required. Managing and facilitating the implementation of external training for EPWP beneficiaries, contractors as well as all employees serving in the projects. Coordination and liaison role with SETA's, CIDB, and other stakeholders. Ensuring the determination of training needs and EPWP skills audit in the province, with special emphasis on EPWP objectives. Managing the budget and other resources of the directorate.
- ENQUIRIES** : Ms M Tshabalala, Tel No: (051) 492 3814
- POST 15/47** : **DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: PWI 21/08 (1 POST)**
Chief Directorate: EPWP:
- SALARY CENTRE** : R733 257 per annum (Level 11) (A basic salary)
: Bloemfontein

- REQUIREMENTS** : An appropriate Bachelor's Degree OR 3-year National Diploma in the built environment, preferably in civil engineering or project management with extensive relevant post-qualification experience. A proven track record of infrastructure within the EPWP environment. Professional registration with any built environment council will be an added advantage. Driver's license (code B).Recommendations: Computer literate, in particular in the following programmes: Excel; MS Word; Power Point; and Internet.
- DUTIES** : Monitoring, evaluation and reporting on the implementation of EPWP projects. Providing advice to the client departments and municipalities with regards to compliance to set standards and health and safety issues on EPWP projects. Ensuring that all EPWP project designs and contracts comply with the set labour intensive project methods. Assisting the municipalities and contractors regarding capacity problems during the execution of projects. Identify and conceptualize labor-intensive job creating projects. Undertake feasibility and viability studies of identified projects. Managing the human and material resources in the component, inclusive of the implementing agents.
- ENQUIRIES** : M Tshabalala Tel No: (051) 4923814

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 15/48** : **MEDICAL SPECIALIST GRADE 1 REFS NO: SBAH 43/2021**
Directorate: Public Health Medicine
- SALARY** : R1 106 040 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENT : MBChB or equivalent: MMed (Public Health Medicine) or FCPHM (SA) or equivalent. A Valid registration with HPCSA as independent Medical Practitioner and Public Health Medicine Specialist. At least one year in managing health information system.
- DUTIES** : Working within Steve Biko Academic Hospital and its cluster health facilities as a Public Health Medicine Specialist: Support public health medicine programmes especially in the areas of Health Information System. This appointment is on joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties. Furthermore, all academic appointees are expected to engage in active research.
- ENQUIRIES** : Mr. PM Motsweni: Tel No: (012) 354 2235
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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** : 17 May 2021
- POST 15/49** : **MEDICAL OFFICER GRADE 1 REF NO: SDHS/2021/31**
(X4 Contracts ending 31 March 2022)
Directorate: Family Medicine
- SALARY** : R821 205 per annum (OSD Grading)
CENTRE : Sedibeng District Health Services
REQUIREMENT : National Senior Certificate and MBChB/MBBCh qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Certification of Registration with the HPCSA (proof of current annual registration to be attached.) Knowledge of legal and ethical principles. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytic thinking, independent decision making and problem solving skills.
- DUTIES** : The incumbent will be responsible of medical assessment and management of patients, including Covid 19 suspected and confirmed cases. To be involved in Covid 19 health promotion and prevention (screening, vaccination programs) 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 ethics. 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. Support Provision of PHC services within Community health centers and clinics. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Dr. M.B Itaka – Tel No: (072) 051 5059
 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

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

CLOSING DATE : 14 May 2021

POST 15/50 : **MEDICAL REGISTRAR REFS NO: SBAH 44/2021**
 Directorate: Paediatric

SALARY CENTRE REQUIREMENTS : R821 205 per annum plus benefits
 : Steve Biko Academic Hospital
 : MBCHB/MBBCH, FCP1.Registration as a medical practitioner with the HPCSA. Must have completed community service. Short courses e.g. ACLS, ATLS and life support strongly recommended. Primaries strong recommendation. After hour duties is a necessity.

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

ENQUIRIES APPLICATIONS : Prof R Green: Tel No: (012) 354 5277/76
 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 17 May 2021

POST 15/51 : **SOCIAL WORKER MANAGER: GRADE 1 REFS NO: SBAH 45/2021**
 Directorate: Social Worker

SALARY CENTRE REQUIREMENTS : R794 889 per annum plus benefits
 : Steve Biko Academic Hospital
 : BA (Social Work). Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years appropriate experience in the social worker with the SACSSP of which five (5) years must be appropriate experience in social work management. Working in the hospital setting will be an added advantage. Knowledge and understanding of human behavior and social systems. The understanding and ability to ensure that supervisors provide social work services towards protecting those who are vulnerable, at risk and unable to protect themselves. Competencies needed: problem solving skills, management skills. Communication (Written and Verbal skills). Professional counselling skills, financial management skills.

		Presentation skills. Monitoring and evaluation skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Honesty and integrity. Functioning and problem-solving capacity. Ability to compile complex reports.
<u>DUTIES</u>	:	Provide a social work service of the highest, most advanced and specialized nature within (a) defined areas of specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in the partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service is delivered through the efficient, economical and effective utilization of financial resources. Manage of a social work unit to ensure that efficient and effective social work service is delivered through the efficient, economical and effective utilization of Human Resources: Ensure that the necessary personnel are recruited and retained within the budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by subordinates. Manage the performance and conduct of subordinates and the social work unit. Ensure that subordinates are trained and develop to be able to deliver work of required standard efficiently and effectively through the utilization of, inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills. Establish, implement and maintain efficient and effective communication arrangements in the unit. The development and management of the strategic plan of the department and reporting on progress as required. Keep up to date with new developments in the work and management fields. This would, inter alia, entail the following: 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 social work research and development are undertaken. Undertake complex social work research.
<u>ENQUIRIES</u>	:	Dr. B Ribeiro Tel No: (012) 354 3940
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	17 May 2021
<u>POST 15/52</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY) REF NO: 18AVE/04/2021 (01 POST)</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R562 800 per annum Plus Benefits
<u>CENTRE</u>	:	18 th Avenue Clinic
<u>REQUIREMENTS</u>	:	A Basic R425 Qualification (I.E. Diploma/ Degree in Nursing) Or Equivalent Qualification That Allows Registration with The SANC as Professional Nurse. Registration with SANC as Professional Nurse and Proof of Current Registration. A Post-Basic Nursing Qualification with Duration of at Least One Year, accredited with The SANC in One of the Specialties Referred to in The Glossary of Terms. A Minimum of 10 Years; Appropriate/ Recognizable Experience in Nursing after Registration as Professional Nurse with SANC in General Nursing. At Least 5 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience in The Specific Specialty After Obtaining The 1 Year Post Basic Qualification in The Relevant Specialty. At Least 2 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience at Management/Supervisory Level. (Less One Year from Experience for Candidates Appointed from Outside the Public Service after Complying with Registration Requirements). Financial Management and Human Resource Management; Leadership, Organizational, Decision Making and Problem Solving Skills; Sound Knowledge of Public Service Policies, Code of Conduct, Team Building and Policy Formulation. Computer Literacy.
<u>DUTIES</u>	:	To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered to Patients in A Cost Effective, Efficient and Equitable Manner by The Facility. To Ensure Compliance to Professional and Ethical Standards at All Times. Promote Quality of Nursing Care as Directed by The Professional

Scope of Practice and Standards as Determined by Relevant Health Facilities. Facilitate Provision of a Comprehensive Package of Service at PHC Level and Ensure that the Unit Adheres to The Principles of Batho Pele. Ensure Effective Implementation of Service and Quality Improvement Plans, Occupational Health and Safety as Well as Quality Assurance Programs Etc. Ensure Compliance with Clinical Protocols, Norms and Standards Within the Clinic. Adhere to National Core Standards and Ensure Effective Achievement on Ministerial Priorities, Ideal Clinic and Support PHC Re-Engineering Program Implementation. Ensure Management and Control of Human, Financial and Material Resources. Monitor Utilization of Budget to Ensure That the Clinic Functions Within the Allocated Budget. Supervise and Monitor Staff Performance in Accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline; And Ensure That Absenteeism and Abscondment of Staff Is Effectively Controlled. Ensure Submission of Monthly, Quarterly and Annual Reports. General Administration Duties and Management Soft Skills Is Mandatory.

- ENQUIRIES** : Mrs Lombuso Matlala, Tel No: (082) 307 0267
- APPLICATIONS** : should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People With Disabilities Are Encouraged To Apply
- NOTE** : The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old.
- CLOSING DATE** : 14.May 2021
- POST 15/53** : **ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY GRADE 1 REF NO: ASD: 2021-01 (X1 POST)**
Directorate: Radiography/X- Ray Department
- SALARY** : R517 326 – R574 158 per annum plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENT** : A recognized National Diploma or Bachelor's Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. A minimum of eight (5) years appropriate experience in Diagnostic Radiography of which five (3) years must be of appropriate managerial/supervisory experience within academic and regional hospitals with experience in Radiographic Specialties and supervision of students within public sector. Proof of original HPCSA registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs (such as PACS). Valid Driver's license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. National Core Standards, Ideal Hospital Realization Framework Tool and Quality Assurance program. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills.
- DUTIES** : Manage the Radiography services within the hospital. Assist and support the Radiography staff at all departments in Thelle Mogoerane Hospital. Develop and monitor implementation of relevant policies and guidelines. Conduct training needs. Attend internal and external meetings and give feedback on new developments. Ensure strategic communication with the Allied Manager. Conduct Quality Assurance assessments and ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards,

equipment. Drive innovation and integration of services across all levels of care participating in forums within hospital. Foster partnership with HPCSA, SAHPRA & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously. Work with HR for training related matters. Coordinate the tender processes for procurement of Radiography equipment. Coordinate and facilitate the recruitment process of the Radiography staff in the department. Perform ad-hoc duties allocated by management team. Must be a team player within the Hospital, District and other stakeholders. Ensure recommended maintenance of the X-Ray equipment in the department. Conduct and attend relevant meetings and trainings as prescribed. Ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the department. Liaise Radiography service related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

- ENQUIRIES** : D.D Chauke Tel No: (011) 891 7298
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA at no cost. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment/fill the post. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 14 May 2021
- POST 15/54** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT REFS NO: SBAH 46/2021**
Directorate: Out Patients Department
- SALARY** : R444 276 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, I.e. Diploma/Degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal experience. Strong leadership, Good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid driver's licence.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-personal, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical

resource. Maintain professional growth/ethical standards and development of self and subordinates.

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

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 17 May 2021

POST 15/55 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: EHD2021/05/01**
Directorate: PHC

SALARY : R444 276 – R500 031per annum (plus benefits)

CENTRE : Ekurhuleni Health District (NSDR)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A valid driver's license (attach copy). Knowledge of Quality Assurance, Ideal Clinic and clinic accreditation process knowledge of the National Core Standards for Health Establishment. Computer literacy. Proof of current registration with SANC. Good communication and presentation skills.

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the Northern Sub- District. Prepare for and partake in Peer Review evaluations. Monitor the availability and equitable distribution of essential equipment in all facilities. Establish and sustain a quality assurance task team for the district to drive innovative and to plan strategies to improve the quality of Health Care Services E.g. Ideal clinic and National Core Standards. Monitor the availability of Policies and guidelines for the PHC programmes in all health facilities. Implementation and adherence to clinic Supervisory Manual guideline. Plan and facilitate the implementation of In-dept Programme review workshop. Implementation of an effective and functional complaints system and monitor corrective strategies. Monitoring of client satisfaction routinely, monitor adverse events and implement client satisfaction questionnaire. Coordinate the conducting of client survey. Advocate for the rights of client in the Health Care System. Participate in multi-disciplinary Quality Assurance Task Team of various levels. Assist clinics and CHC with the implementation of Batho Pele Principles. Utilize Quality Assurance and Risk Management Strategies to create and maintain a safe environment for health delivery. Ensure timeous submission of patient safety incidence reports. Manage submissions for Awards. Provide ongoing feedback to top management. Address shortcomings and ensure timeous intervention of noncompliance to the set standards. Generates reports and maintain records of quality assessment. Perform any other duties delegated by the supervisor.

ENQUIRIES : Ms. G.S Mateza Tel No: (011) 565 5160

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 14 May 2021
- POST 15/56** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (WBPHC) REF NO: EHD2021/05/02**
 Re-advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
 Directorate: PHC
- SALARY** : R444 276 - R500 031 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice 425 (i.e. Diploma/Degree in Nursing) or equivalent that allows registration with South African Nursing Council as a Professional Nurse. Evidence of current registration with SANC. A minimum of 7years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy and a valid driver's licence is essential. Supervisory experience, good communication, presentation, and report writing skills. Knowledge and application of Batho Pele Principles. Good organizational and analytical skills. Ability to work independently in a team and under pressure. Clinical skills and assessment will be an added Advantage. Flexibility and good interpersonal relationship with colleagues and stakeholders.
- DUTIES** : Provide leadership to Ward Based Community Health Care teams at Sub District level. Training Community Health Care Workers and team leaders. Overseeing all Outreach Teams in the Sub District. Supervise and guide team leaders. Stakeholder consultation, liaising with facility managers and Sub-District Managers and School Health Coordinators. Collating monthly statistics and do Sub- District reports and monitoring and evaluation of team activities. Perform any functions as delegated by the supervisor.
- ENQUIRIES** : Ms G.S Mateza Tel No: (011) 565 -5160
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 14 May 2021
- POST 15/57** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (MCWH) REF NO: EHD2021/05/03**
 Directorate: PHC
- SALARY** : R444 276 – R500 031 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and midwife. Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently in a team and under pressure. Good organizational and analytical skills. A valid driver's license. Flexibility Good interpersonal relationship and communication skills with colleagues. Evidence of current registration with SANC. Supervisory experience will be an added advantage.

- DUTIES** : Apply Coordinate implementation of Quality Assurance programmes guidelines, protocols, norms and standards in MCWH. Provide professional and technical support for the provision of quality Maternal and Child Health Services through proper management of the programme. Support facilities in the preparation for accreditation and implementation of MBFI strategy. Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes effective and efficient health care. Perform all other duties that are delegated by Supervisor/ Manager.
- ENQUIRIES APPLICATIONS** : Ms GS Mateza Tel No: (011) 565 1560
- NOTE** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 14 May 2021
- POST 15/58** : **PROFESSIONAL NURSE (SPECIALITY- PSYCHIATRY) REF NO: HRM 10/21**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R383 226 – R444 276.per annum (PNB1) plus benefits
Sterkfontein Psychiatric Hospital
Grade 12, Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have a post- basic Nursing qualification in Psychiatric Nursing Science, with a duration of at least one (1) year, accredited with SANC or Degree in Advanced Psychiatric Nursing. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Good communication and interpersonal skills, collaborative, creative, innovative and emotional intelligence skills. Proof of Current Registration (2021) with SANC. Computer literacy, Driver's license and experience in Psychiatry will be an added advantage.
- DUTIES** : Provision of comprehensive/ complex/ Advanced Nursing treatment and care to Nursing Services within the designated speciality unit, in a cost effective, efficient and equitable manner. Manage crisis, be able to manage complex problems. Implement Advanced Psychiatric Nursing rehabilitative therapeutic programs. Will be a shift leader that is responsible for planning, organizing, coordinating and Supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Demonstrate effective communication with patients, Supervisors and other clinicians including report-writing when required. Understanding and implementation of the Nursing Legislation including Nursing Strategy, ethical nursing practices and Ideal Hospital Framework. Manage Patients Safety Incidents and staff Incidents. Knowledge of Batho-Pele principles, Patient's right charter. Should possess proven Change Management, Presentation and Leadership skills.Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES APPLICATIONS** : Ms. M. Sono Tel No: (011) 951 8202
Applications must be submitted with a Z83, CV, certified copies of I.D and qualifications to Sterkfontein Psychiatric Hospital, Private Bag x2010, Krugersdorp, 1740 or hand delivered to the application box at the entrance.

NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/study verification and previous employment verification. Suitable candidates will also be subjected to security clearance process. Suitable candidates will undergo medical surveillance.

CLOSING DATE : 14 May 2021 Time: 12H00

POST 15/59 : **PROFESSIONAL NURSE SPECIALTY REF NO: JUB08/2021 (01 POST)**
Directorate: Nursing

SALARY : R383 226 - R579 696 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : BasicR425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional nurse. A post basic qualification with a duration of at least one year accredited with SANC in Advanced Psychiatric Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing .Current registration with SANC. Other Skills/ Requirements: Good communication ,report writing ,facilitation ,coordination ,liaison, problem solving and networking skills, information management ,planning and organizing .Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frame works such as :Nursing Act ,Health Act ,OHS Act.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice /qualify patient care).Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively .Coordinate the provision of specialized care.

ENQUIRIES : MR J.K Modige Tel No: (012) 717 9358
APPLICATION : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

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

CLOSING DATE : 14 May 2021 Time: 13H00

POST 15/60 : **DIETICIAN PRODUCTION GRADE 1 SESSIONAL REF NO: HRM/2021/04/16 (X2 POSTS)**
Directorate: Allied Department

SALARY : R317 976 - R532 959 per annum (OSD Grading)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : The candidate must be a qualified Dietician, currently registered with HPCSA as Dietician, candidate must have qualifications B Nutrition or BSc. Dietetic degree finished one-year community service Dietetics. The candidate must be able to demonstrate a good clinical knowledge in human nutrition and associated therapeutic nutrition and food service management intervention. The candidate must have good professional attitude/ conduct, good communication skills, teamwork and good professional ethics and be able to work under pressure.

DUTIES : To render optimum nutrition and manage the MBFHI including hospital milk room and milk bank. The candidate should be able to render optimum nutrition to in and out patients in all units, to ensure training and education for all categories of health professionals as well as dietetics students training, health

promotion: implementation and coordination of health days, and also be able to perform therapeutic management duties, coordinate clinical nutrition and food service management, order feeds, to do other duties assigned by departmental manager, implement and monitor quality assurance and national core standards. Administrative accountability through keeping statistics and effective recordkeeping as prescribed. Must be able to function in a multidisciplinary team and adhering to the public finance management Act. The Dietician will be also be working or managing the milk room also as part of his/her duties and any other assigned by departmental manager.

- ENQUIRIES APPLICATIONS** : Mr. SE Mofokeng Tel No: (012) 841 0961
 : should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street Tsamaya Road Mamelodi
- NOTE** : The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on New Z83 form with a C.V certified copies of ID, and qualifications are not longer than 6 months. Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes.
- CLOSING DATE** : 21 May 2021
- POST 15/61** : **CONTRACT DIAGNOSTIC RADIOGRAPHERS REF NO: HRM/2021/04/15 (X6 POSTS)**
 Directorate: Allied Department
- SALARY CENTRE REQUIREMENTS** : R317 976- R532 959 per annum (OSD Grading)
 : Mamelodi Regional Hospital
 : National Senior Certificate and Recognized Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration and current registration with HPCSA as an independent diagnostic radiographer. Exposure in CT will be advantage. Good interpersonal skills and communication skills with clients and colleagues. Computer literacy and organisations skills. Ability to work under pressure and as a team. Must be able to work shifts as departmental requires.
- DUTIES** : Select the exposure factor with due cognizance of all factor. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patients. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organise and supervise the provision of general and specialised Radiography. Services and students Clinical Training according to the vision and mission statement of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster.
- ENQUIRIES APPLICATIONS** : Mr. SE Mofokeng Tel No: (012) 841 0961
 : should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi.
- NOTE** : The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on New Z83 form with a C.V certified copies of ID, and qualifications not longer than 6 months. Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes.
- CLOSING DATE** : 21 May 2021
- POST 15/62** : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHD2021/05/05**
 Directorate: Health Programmes
- SALARY CENTRE REQUIREMENTS** : R317 976 – R361 872 per annum (plus benefits)
 : Ekurhuleni Health District
 : Four-year degree/ diploma in Environmental Health Registration with the Health Professional Council of Southern African as an Environmental Health

Practitioner independent. A minimum of 1-year appropriate experience in Environmental Health and Knowledge and experience with District health services Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Must have a valid driver's licence. Note: Driver's test will be done.

DUTIES : Compliance to Hazardous Substances Act and Regulations and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. To monitor and reduce environmental nuisance and related risks that could impact on the physical and human health. Compile District Health information data to the next level. Malaria control and Environmental Pollution control. Conduct Occupational Health and Safety including risk Assessment within Ekurhuleni Health District. Participate in Outbreak Response activities. Monitor Environmental Health indicators and produce quality reports for the district. Ensure implementation of National Health Insurance in Ekurhuleni Health District. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Conduct risk Assessment audits in the facilities. Facilitate research and development of Environmental Health programme. Collaborate with relevant programmes, departments and stakeholders for Environmental Health activities. Ensure implementation of Climate Change Strategies. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager / Supervisor.

ENQUIRIES : Ms. C. Moumakwe Tel No: (082) 4977147
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 14 May 2021

POST 15/63 : **MEDICAL TECHNOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2021/05/04 (3 POSTS)**
 Directorate: Laboratory and Blood Services
 (Contract till 31 March 2022)

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
 Grade 2: R372 810 – R426 291 per annum (Plus benefits)
 Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District
REQUIREMENTS : Appropriate qualification (degree) National Diploma/B. Tech Degree in Medical Technology that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Medical Technologist. **Grade 1:** Less than 10 years relevant experience after registration with the HPCSA as a Medical Technologist. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with the HPCSA as a Medical Technologist. **Grade 3:** 20 years and more relevant experience after registration with the HPCSA as a Medical Technologist. A valid driver's license

is essential. Three (3) to six (6) years and knowledge relevant laboratory processes and procedures. Good communication skills, computer literacy and knowledge of relevant policies, protocols, and guidelines. Report writing skills and problem-solving skills, Valid driver's license. Must be proactive, innovative, and independent team leader.

DUTIES : Render Laboratory and Blood services in the allocated area of responsibility in the Sub-district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management and implement and contribute to the proper rationale use of laboratory and blood services, Manage the risks involved in rendering laboratory services to Primary Health Care (PHC) facilities in Ekurhuleni Health District. Compile monthly reports on laboratory and blood services and perform other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the District i.e., TB programme NGO's/Development Partners, HAST program, Mother, Child, and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plan for the laboratory and blood services unit. Ensure adherence to government policies and protocols. Monitor implementation of Point of Care Testing (POCT). Manage stock, manage laboratory results at PHC facilities and monitor ELABS programme in the Sub District.

ENQUIRIES : Ms. F. Nonyane Tel No: (082) 558 3483

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 14 May 2021

POST 15/64 : **PROFESSIONAL NURSE PNA 2 GRADE 1 REF NO: HRM/2020/04/17 (X8 POSTS)**
Directorate: Mental Health Department

SALARY : R256 905 - R297 825 per annum (OSD Grading)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and Basics R425 (i.e. Diploma/ Degree in Nursing or equivalent qualification as per OSD that allows registration with the SANC as a Professional Nurse (General/ Psychiatry/ Midwifery and community) Registration with SANC as a Professional Nurse and proof of current registration.

DUTIES : provision of high-quality Psychiatric Nursing Care that is holistic and patient centred. 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. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.

ENQUIRIES : Mr. MJ Letswane Tel No: (012) 841 8392/8300

- APPLICATIONS** : Should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street Tsamaya Road, Mamelodi.
- NOTE** : The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on New Z83 form with a C.V certified copies of ID, and qualifications not longer than 6 months. Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes 21 May 2021
- CLOSING DATE** : 21 May 2021
- POST 15/65** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: HRM 9/21**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R256 905 - R297 825. plus benefits Based on Experience according to OSD
Sterkfontein Psychiatric Hospital
Grade 12, Basic R425/ R880 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows Registration with the SANC as a Professional Nurse in General Nursing. Must have a basic qualification in Psychiatric Nursing Science. Knowledge of Mental Health Care Act, Criminal Procedure Act and Child Justice Act. Proof of Current Registration (2021) with SANC. Computer literacy and Driver's license will be an added advantage. Presentation and Leadership skills, Problem Solving, Stress Tolerance and Self-confidence. Innovative, creative, emotional intelligence and Project Management skills.
- DUTIES** : Provision of optimal, holistic, Nursing care with set standard and within a Profession/Legal Framework. Provision of treatment and care to Patients within Psychiatric unit, in a cost effective, efficient and equitable manner. Implement psychiatric groups in the unit. Will be a shift leader that is responsible for planning, organizing, coordinating and Supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Apply effective communication with patients, Supervisors and other clinicians including report-writing when required. Understanding and implementation of nursing legislation including Nursing Strategy and Ethical Nursing Practices. Knowledge of Batho-Pele principles, Relevant Legislations, Regulation, Policies, Patient's right Charter and Ideal hospital framework. Do presentations, manage problems and Patients Safety Incidents in the unit. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES APPLICATIONS** : Ms. M. Sono Tel No: (011) 951 8202
Applications must be submitted with a Z83, CV, certified copies of I.D and qualifications to Sterkfontein Psychiatric Hospital, Private Bag x2010, Krugersdorp, 1740 or hand delivered to the application box at the entrance. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/study verification and previous employment verification. Suitable candidates will also be subjected to security clearance process. Suitable candidates will undergo medical surveillance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 14 May 2021 Time: 12H00
- POST 15/66** : **CHIEF SECURITY OFFICER REF NO: HRM 8/21 (1 POST)**
Directorate: Security Services
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 7) (Plus Benefits)
Sterkfontein Hospital
Grade 12, with 3 years' experience as a Senior Security Officer and A Diploma in Security Management or policing, or Grade 12 with 5 years' experience as a Senior Security Officer. Grade A valid PSIRA certificate. A valid driver's license. Knowledge of firearm control Act, controlled Access to public premises and Vehicles Act, Trespass Act. Skills in dealing with the public. Knowledge of control room. Ability to communicate well with people at different levels and from different background. High level of reliability and ability to handle confidential information. Sound, verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative and work

independently and with a team and have good report writing skills. Ability to organize and plan. Must be prepared to rotate and work shifts which include weekends, night and day shift and public holidays. Should not have a criminal record. Applicants should be prepared to undergo medical surveillance as inherent job requirement. Should have knowledge and be able to apply Batho Pele principles, six key ministerial priorities, patient' rights charter and other key priorities impacting on service delivery.

DUTIES : Protect State properties, Employees, Visitors and patients in the Hospital. Manage both in- house and contract security. Develop Security SOPS and Policies. Train staff members on Security related matters. Attend meetings and give feedback. Manage access control and searching of vehicles and pedestrians. Train Security Officers on how to operate and maintain security equipment. Report security breaches and defects verbally and in writing. Write statements and be able to testify in courts. Write and submit reports to the Supervisor within stipulated time frame. Implement-Security Policies and other prescripts. Perform other duties as allocated by the Supervisor. Be willing to undergo continuous training and development programmes. Comply with the Performance Management and Development System (Contracting, quarterly reviews and financial assessment)

ENQUIRIES : Mr. E.M. Mangwane, Tel. No: (011) 951-8392/98
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/ study verification and previous employer verification) suitable candidates will also be subjected to security clearance process.

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

CLOSING DATE : 14 May 2021 Time: 12H00

POST 15/67 : **ADMIN OFFICER (MORTUARY SERVICES) REF NO: JUB11/2021**
Directorate: Admin & Logistics

SALARY : R257 508 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 or equivalent qualifications. Two years' experience in Mortuary or portering services as a team leader. National diploma in Public management or office management with one year experience in mortuary services will be added advantage. A valid driving license. Leadership skills, analyzed skills. Report writing skills. Computer literacy (certificate). Presentation skills Knowledge of PFMA, Basic conditions of employment Act.

DUTIES : Develop monthly duty roster for staff members both Porters and Mortuary Attendants. Ensure proper control of storage /removal and transportation of corpses. Ensure that contracts and job description of staff members are developed and signed. Well maintained staff attendance register. Leave management. Ensure that protective clothing, Personal Protective Equipment, Working tools, Cleaning detergents and stationery are available in sufficient quantities at all times. Ensure that Mortuary and Porter services are rendered in compliance with National Core Standards. Submit daily, weekly and monthly Mortuary reports to the manager. Participate in project aimed at Quality Improvement .Perform other duties delegated by the supervisor.

ENQUIRIES : Mr T .T Makhudu Tel No: (012) 717 9385
APPLICATION : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.

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

CLOSING DATE : 14 May 2021 Time: 13H00

POST 15/68 : **ADMIN CLERK REF NO: JUB10/2021 (02 POST)**
Directorate: Admin & Logistics

SALARY : R173 703. per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. At least one year experience in patient affairs. Computer literacy (certificate). Good verbal communication and interpersonal skills. Motivated and willingness to work under pressure, must be willing to work shifts, Weakness and public holiday. Be able to work as a team. Admission and discharge of Patients on PAAB and manual .Completion of GPF3,4 and 5 forms .Reclassification of patients according to UPFS .Assisting in other unit of patient affairs when the need arises and ensuring that working materials and equipment's are available .Be prepared to rotate within the scope of work. Compile weekly and monthly statistics .Perform other duties developed by the superior. Capturing of data on TPH31A and TPH31.Complention of GPR01 during downtime and updating electronic downtime information at the end of every shift. The incumbent will be rotated between patient admin and the wards. Ordering of stationery.

DUTIES :

ENQUIRIES : MS Makuwa M Tel No: (012) 717 9378
APPLICATION : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.

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

CLOSING DATE : 14 May 2021 Time: 13H00

POST 15/69 : **DRIVER REFS NO: SBAH 47/2021**
Directorate: Administration & Logistics

SALARY : R145 281 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or equivalent with 2 years' experience in driving. A valid code 10 driver's licence and a professional drivers permit (PDP). Good communication skills (Verbal Written), problem solving skills and knowledge of transport policy. Ability to read road maps, able to work in a team, committed and have good customer care attitude. Must be prepared to work shifts and under pressure.

DUTIES : Transportation of patients, staff and goods. Daily inspection of allocated government vehicles. Report accidents and identify defects (Minor/Major) to the supervisor. Completion of trip authorities and log books as prescribed by legislation before undertaking any trip. Take vehicles for licensing and servicing. Safe keeping of service books of vehicles and other accessories. Keep vehicles clean and in good condition.

ENQUIRIES : Mr. MF Monama: Tel No: (012) 354 1421
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 17 May 2021

POST 15/70 : **PROFESSIONAL NURSE GRADE 1 – GRADE 3(SESSION) REF NO: EHD2021/05/06 (4 POSTS)**
(Contract till 31 March 2022)
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
Directorate: Quality Assurance

SALARY : Grade 1: R170.00 per hour
Grade 2: R209. 00 per hour
Grade 3: R253.00 per hour

CENTRE REQUIREMENTS : Ekurhuleni Health District
Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Experience in Quality Assurance inspectorate will be an added advantage. Knowledge of OHSC, Core Standards, Ideal clinics and hospitals Realization and maintenance baseline status determination of Health Establishments model. **Grade1:** Less than 10 years relevant experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration as a Professional Nurse. **Grade 3:** 20 years and more relevant experience after registration a professional Nurse. Computer literacy and Driver's licence is essential.

DUTIES : Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realisation model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation

ENQUIRIES APPLICATIONS : Ms B. Peloagae Tel No: (011) 878 8545/ 066 582 5954
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 14 May 2021

GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE NOTE : 21 May 2021 No late applications will be considered.
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 15/71** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/008670**
- SALARY** : R373 389 - R453 120. per annum ((Salary will depend on the experience of the successful candidate)
- CENTRE REQUIREMENTS** : Johannesburg
: LLB Degree qualification or equivalent, 8 years or more post qualification experience, Admission as an Advocate or Attorneys of the High Court of South Africa. Knowledge of the Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act, Housing Act and relevant Public Service legislation and regulations. Contract drafting skills, Knowledge of Court Rules and procedures, Verbal and written communication skills, leadership skills, analytical, performance management, problem solving, Batho Pele principles. Computer literacy, financial management, departmental policies, analytical, interpretation of Acts and Regulations.
- DUTIES** : Attend to drafting of contracts and relevant documents, provide legal advice and opinions to the Department, attend to litigation on behalf of the Department, liaise with third parties, and represent the Department on all legal matters.
- ENQUIRIES APPLICATIONS** : Miyelani Tshabalala Tel No: (063) 691 4046
: Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 15/72** : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: REFS/008669**
- SALARY** : R718 059 - R766 278. per annum (Salary will depend on the experience of the successful candidate)
- CENTRE REQUIREMENTS** : Tshwane Region
: Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Valid driver's license; Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies. Research and development. Computer-aided engineering applications; Technical report writing, Technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning organising skills, Training skills and communications skills.
- DUTIES** : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Tshwane 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, 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 APPLICATIONS** : Zodwa File Tel No: (012)303-3302
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 15/73 : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: REFS/008671**

SALARY : R733 257 per annum

CENTRE : Johannesburg

REQUIREMENTS : A Matric plus an appropriate accredited Bachelor's degree in Human Resource Management/ Public Administration at NQF level 7 or equivalent recognized qualification. Relevant 3-5 Years' experience in the post of Assistant Director in the field of Service Delivery Improvement (Batho Pele) / Monitoring and Evaluation/ Strategy and Planning. The candidate should have knowledge of Departmental policies, values and procedures. Knowledge of relevant legislation and Public Service Regulations and White Papers. Competencies: People Management, Financial Management, Mentoring and Coaching skills, Planning and Organising, Project Management and Change Management Knowledge would be added as an advantage. Personal Attributes: Strategic thinking. Customer Management. Innovation. Problem solving. Decision making. Communication Skills. Presentation. Ability to work in a team environment. People Orientated.

DUTIES : Design, manage and implement change management initiatives. Host the Batho Pele Change Management Engagement Programme training session. Manage change management strategy and implementation plan. Provide the necessary organizational support and guidance in culture, behavior system and climate assessments. Manage customer relations and frontline improvement services. Develop queue management policy and systems. Manage and review the development of the service standards and charter. Monitor publication and distribution of service standards and charter. Develop complaints management policy and mechanisms. Manage, facilitate and coordinate the implementation of service delivery improvement programme and interventions. Monitor community and coalface engagements. Plan and implement public service week/month/day. Ensure the implementation of service delivery awards programmes including Premier's Service Excellence Awards. Plan and liaise with GCRA to conduct Batho Pele training for newly appointed staff. Develop, manage and implement Service Delivery Improvement Plans (5 Year Cycle). Conduct literature review of the following documents: Strategy, SDM, Annual Performance Report. Review of the identified services through utilizing business process management methodologies to identify improvements. Conduct Stakeholder engagements on the development of the SDIP. Review, implementation and monitoring of Service Delivery Improvement Plan. Submit annual report on SDIP implementation. Management of the sub-business unit. Maintenance of discipline. Management of performance and development. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work.

ENQUIRIES : Miyelani Tshabalala Tel No: (063) 6914046

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

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

“This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”

OTHER POSTS

<u>POST 15/74</u>	:	<u>CHIEF EXECUTIVE OFFICER: GJ CROOKES HOSPITAL: REF NO: G22/2021</u>
<u>SALARY CENTRE REQUIREMENT</u>	:	R869 007.per annum (Level 12) (An all Inclusive MMS Salary Package) District Health Services A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management or a degree/advanced diploma in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	Key Performance Areas: - Job Purpose To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.
<u>ENQUIRIES APPLICATIONS</u>	:	MRS N Mkhize Tel No: (039) 688 3039 All applications should be forwarded to: The District Manager: UGU District Office: KZN Department of Health, Private Bag X5501, Scottburgh, 4180 OR Hand delivered to: Hospital road, Scottburgh
<u>FOR ATTENTION NOTE</u>	:	MISS DL DU Randt Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of

certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. **NB:** All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

- CLOSING DATE** : 14 May 2021
- POST 15/75** : **DEPUTY DIRECTOR: FINANCE REF NO: GJGM 25/2021**
- SALARY** : R733 257 per annum Other Benefits: 13th Cheque, home owners allowance and Medical aid (inclusive package).(Employee must meet prescribed policy requirements)
- CENTRE REQUIREMENTS** : GJG Mpanza Regional Hospital
: NQF level qualification (Bachelor's Degree in Finance or Accounting / or Advance Diploma with majors in Finance Management / Financial Accounting, Financial Management. 3-5 years of managerial experience in a financial field . Certificates of service endorsed and stamped by HR department from previous employers must be attached. Recommendation: Intermediate Computer Literacy (attach proof). Valid driver's license Knowledge, Skills, Training And Competencies: Good knowledge of Public Finance Management Act , Supply Chain Management Framework, Division of Revenue Act, National Tertiary Services Grant Framework, Treasury Regulations. Solid experience in budgeting, financial planning & analysis, asset management, Vulindlela and basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Skills: Decision –making, Problem solving, good Communication, Advance proficiency in Microsoft Excel with excellent quantitative & analytical skills. Attributes: Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis
- DUTIES** : Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a Hospital. Take effective and appropriate steps to ensure maximum collection of revenue due to Hospital. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the Hospital. Perform Employee Performance Management and Development (EPMDs) of staff as required. Ensure appropriate management and utilization of resources allocated to the component. Monitor and manage the use of budget allocated to the Hospital and ensure that financial regulations/procedures and proper internal controls /SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist Managers and clinical staff within the institution to implement central cost structures i.e. cost centres. Develop and implement strategies for revenue collection. Actively assist Managers with budgetary control and the management of budget variances. Ensure compliance with Risk Management Policies. Ensure effective and

efficient management of assets. Submit verbal and written reports timeously to the Chief Executive Officer (CEO). Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situations

ENQUIRIES : Dr G. Lopez (Senior Manager Medical Services/ Acting CEO) Tel No: (032) 437 6001

APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human Resource Manager, GJG Mpanza Regional Hospital, Private Bag X 10609, Stanger 4450

FOR ATTENTION NOTE : Mr. S Govender

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 01/2017.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post 14 May 2021

CLOSING DATE :

POST 15/76 : **ASSISTANT MANAGER NURSING (SPECIALITY) (DAY DUTY) -UMGENI HOSPITAL REF NO: UMG 01/2021**

SALARY : R614 991 - R672 166. Other benefits (medical aid optional), housing allowance (applicant must meet prescribed requirements)

CENTRE REQUIREMENTS : Umgeni Specialized Psychiatric Hospital: Howick
Senior certificate/Matric, Appropriate Degree/Diploma in General Nursing/Psychiatry/and Midwifery, Current registration with the South African Nursing Council (SANC), Diploma in Advanced Psychiatric, Minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of the period above must be appropriate/recognizable experience post acquirement of Advanced Diploma in Psychiatry. 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of previous experience and current employment experience (Certificate of Service) endorsed and stamped by Human Resource Office. Recommendations: Degree/Diploma in Nursing Management Knowledge and Skills Sound knowledge of staff development, infection control, quality control and information management practices, Sound knowledge of psychiatric patient treatment, Knowledge of labour relations, Good verbal and written communication skills, Experience in monitoring and evaluation. Key Performance Areas Provide effective and professional leadership in the Nursing Component. Administer all nursing services within the hospital. Participate and ensure implementation of National Core Standards, National Health Priorities and quality improvement initiative. Participate in the analysis, formulation and implementation of guidelines, practices and standards. Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Ensure and co-ordinate clinical assessment of mental health care users in a specialized psychiatric setting and proper management of patients' safety incidents. Ensure proper handing over is taking place between shifts. Monitor and evaluate the effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with a view to identify and address problem areas timeously. Provide a safe, therapeutic

environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts. Ensure effective, effective and economical use of financial, physical and human resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively and amicably, at the management/supervisory level, with a person of diverse intellectual, culture, racial or religious differences. Participate in the development, implementation of the strategic and operational Plan.

- ENQUIRIES** : Mrs FW Hlongwane Tel No: (033) 3306146 EXT 113
- APPLICATIONS** : Applications quoting the relevant reference UMG 01/2021 should be forwarded as follows: The Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag x 23, Howick, 3290
- FOR ATTENTION** : Miss NE Ndlovu
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 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 that of the advertised post are free to apply. Due to financial constraints in the Department no S & T will be paid to candidates invited for interviews.
- CLOSING DATE** : 14 May 2021
- POST 15/77** : **ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION REF NO: NKO 07/2021**
- SALARY** : R562 800 – R652 437 per annum 12% Rural Allowance, 13th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : Nkonjeni Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognizable experience at management quality assurance level. Attach proof of working experience endorsed by Human Resource Department/ Employer. Ability to implement National Core Standards. Knowledge of Batho Pele and Patient Right. 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 a 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** : Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National, Provincial and Department performance reporting requirements. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Co-ordinate the development of the institutional strategic plans which are aligned to annual performance plan and District Health Plan. Analyze data obtained from sources

and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Co-ordinate planning, monitoring and evaluation unit for the hospital and clinics). Develop budget estimates for the planning, monitoring and Evaluation unit. Ensure implementation of the total quality management framework. Enforce compliance to quality legislative prescripts in all units within the facility jurisdiction. Co-ordinate staff training and initiative for ensuring service excellence. Oversee Quality, Communication Infection Prevention and Control as information management. Ensure good Clinical governance in the hospital and clinics.

**ENQUIRIES
APPLICATIONS**

: Dr N. Xhakaza Tel No: (035) 8730013
 : Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3880 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block

**FOR ATTENTION
NOTE**

: Mr Z.P. ndlela
 : 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 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.NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation. All applications to be forwarded to:

CLOSING DATE

: 14 May 2021 (Late applications will not be accepted)

POST 15/78

: **CLINICAL PROGRAMME CO-ORDINATOR- (OHS) GRADE 1 REF NO: ILE 01/2021 (01 POST)**
 Component: ILE: DIV: District Hr Plan & Organ Improvement

SALARY

: R444 276.per annum Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE

: Ilembe Health District Office

REQUIREMENTS

: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur, a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse. Valid Driver's License (code 08).NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Diploma in Occupational Health and Safety. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill. Good insight of

- procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Conduct periodic institutional inspections to ensure that practices are in line with occupational health and safety policy and protocols.Co-ordinate the employee health and wellness programmes in the District. Investigate and resolve public complaints and incidents relating to the compromising of occupational health standards and institute remedial action. Institute and support occupational health and safety committees inclusive of on-site training in correct practices. Conduct risk and assessment and hazard identification in institutions within Ilembe Health District. Coordinate the reporting on all staff infected with Covid 19 Ensure the successful implementation of Employee Assistance Services in the District Office and Kwa Dukuza Sub-District Clinics. Provide support to the Occupational Health and Safety Officers in the whole district. Ensuring the conducting of medical surveillances on exits and appointments in the District Office as well as in all the institutions within the District I Lembe
- ENQUIRIES** : Mr. R. Phahla (Deputy Director: HRMS) Tel No: (032) 437 3500
- APPLICATIONS** : Should Be Forwarded To: The District Director: Human ResourceManagement Services, I Lembe Health District Office, Private Bag X10620 KwaDukuza 4450 Or Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department
- CLOSING DATE** : 14 May 2021
- POST 15/79** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NKAH 08/2021**
- SALARY** : R376 596 – R443 601.per annum 13th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Grade 12. Degree / National Diploma in a Human Resource Management / Public Management. Five (5) years' experience in Human Resource of which 3 years must be appropriate experience at a supervisory level. 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. Knowledge, Skills, Attributes And Abilities Broad knowledge and

interpretation of Human Resource circulars, policies and procedures
Knowledge of public service legislative prescripts particularly Human Resource Prescripts
Sound communication, analytical, decision making and presentation skills. Good leadership, coaching, mentoring and interpersonal skills. Determination to strive for excellent. Ability to maintain confidentiality. Human Resource Management skills. Knowledge of PERSAL. Computer Literacy.

DUTIES

: Key Performance Areas: Manage Human Resource Practices, Staff Relations, Training and Development and employee health and wellness in a manner that the hospital will deliver sustainable, integrated and coordinated services. Develop and implement operational and strategic measures to enhance the moral of all staff employed in the hospital. Advise managers on all aspects of human resource management, organizational and staffing structures and reporting arrangements. Promote sound employer-employee relationship and minimize conflict within the institution in line with the vision, mission and core values of the department of Health. Manage day to day functioning of the Human Resource components in the hospital in order to ensure that high quality of service is being provided. Ensure that the advertising, recruitment, appointment and transfers are in accordance with the laid down policies and procedures. Ensure compilation of workplace skills plan. Manage day to day functioning of HRD section in the hospital to ensure that the high quality of training is being provided. Ensure proper implementation of EPMS within the hospital. Participate in the development, implementation, monitoring and reviewing of skills audit. Design and implement effective employment relations (consultation and negotiations) Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Employment Equity Plan for the institution within budgetary constraints and ensure that is put into practice. Develop and implement effective Human Resource policies within guidelines set by the Provincial Health Department. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal clinic concept and National Core Standards.

**ENQUIRIES
APPLICATIONS**

: Dr. JN Ikwegbue Tel No: (035) 833 5001 EXT 5001 (Acting C.E.O)
: Applications should be directed to: The Human Resource Department – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates attending interview. African males are encouraged to apply.

CLOSING DATE

: 21 May 2021

<u>POST 15/80</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: NKAH 07/2021</u>
<u>SALARY</u>	:	R376 596 – R443.601.per annum 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Nkandla District Hospital Senior Certificate/Grade 12. Degree/National Diploma in Financial Management / Accounting. Five (5) years' experience in Finance of which 3 years must be appropriate experience at a supervisory level. 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. Knowledge, Skills, Attributes and Abilities Ability to handle sensitive financial information in strictest confidence. Strong leadership, knowledge in budgeting, financial planning and analysis. Knowledge of Public Finance Management Act and Treasury Regulations. Financial management skills, Decision making skills. Problem solving skills, Communication skills. Human resource management skills. Knowledge of Basic Accounting System (BAS). Computer Literacy.
<u>DUITES</u>	:	Key Performance Areas: Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly. Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risk. Manage overall supply chain operations including the purchasing and inventory of all material. Compile and present regular reports to the Hospital Chief Executive Officer on expenditure, financial projections and any variations from budget and prepare detailed budget report for the approval by the C.F.O. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure the implementation of the total quality management framework and compliance to National Core Standards. Ensure clearance of suspense account, proper debt management and effective functioning of relevant committees. Responsible for recruitment, selection and placement of personnel in Finance / SCM Section. Assess staff performance in terms of the departmental performance management systems. Ensure compliance with Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations and ensure adequate policies, systems and procedures are in place to enable prudent management of financial resources mobilization. Ensure disclosure of interest / conflict of interest at appropriate structures / timeously. Develop, implement and monitor measures designated to optimize the collection of revenue. Ensure revenue reconciliation statements are reported monthly. Advocating the use of follow up procedures for recovering outstanding fees before accounts be considered for write-off
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. JN Ikwegbue Tel No: (035) 833 5001 (Acting C.E.O) Applications should be directed to: The Human Resource Department – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855
<u>NOTE</u>	:	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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders

must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates attending interview. African males are encouraged to apply.

CLOSING DATE

:

21 May 2021

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

CLOSING DATE : 14 May 2021
NOTE : Applications should be submitted on the Departmental Online Application System: www.mpuhealth.gov.za, please ensure that certified copies of qualifications (not older than 6 months), ID/passport, curriculum vitae and service record certificate are Correctly Uploaded in the system. Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 4 months. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate on online application system)

OTHER POSTS

POST 15/81 : **SENIOR CLINICAL MANAGER GRADE 1 REF NO: MPDOH/APR/21/03**

SALARY : R1 362 366 – R1 467 651 per.annum. (All-inclusive remunerative package)
CENTRE : Rob Ferreira Hospital
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021-2022). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery of clinical services to patients referred to Rob Ferreira Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day-to-day running of the department. Assist the EXCO in the discharge of any responsibilities, which have been delegated. Participate in the management of activities of Rob Ferreira Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES : Ms. Nomfundo Mabunda Tel No: (013) 741 6233
 Mr. Obed Mashabane Tel No: (013) 741 6237
 IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/82 : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: MPDOH/APR/21/02**
 (Family Medicine)

SALARY : Grade 1: R1 106 040 - R1 834 890 per.annum. (All-inclusive remuneration package) N.B: Depending on qualifications and experience
CENTRE : Rob Ferreira Hospital

- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). **Grade 1:** less than 5-year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. **Grade 2:** Minimum of 5-year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. **Grade 3:** Minimum of 10-years appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. famed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Pretoria as a lecturer. Driver's License is essential.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24 hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES** : Ms. Nomfundo Mabunda Tel No: (013) 741 6233
Mr. Obed Mashabane Tel No: (013) 741 6237
IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 15/83** : **DIRECTOR: PLANNING REF NO: MPDOH/APR/21/04**
(Component: Directorate Infrastructure Planning)
- SALARY** : R1 057 326 per.annum. SMS (all-inclusive 70/30 split SMS package that must be structure according to the SMS dispensation. The shortlisted candidates will be subjected to a Technical Exercise as part of the interview. The recommended candidates will be subjected to a competency assessment. No appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS position (nyukela). The successful candidate must sign a performance agreement within three (3) months after appointment.
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)
: Degree in Built Environment. Valid Driver's Licence. Computer literate. Relevant Experience: Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes for the Health sector (6 – 8 years), five (5) Years' middle management experience. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003.
- DUTIES** : Norms and Standards. Manage the customisation of functional norms and standards in line with nationally prescribed functional norms and standards and make final recommendations for approval. Manage the customisation of technical norms and standards in line with nationally prescribed technical norms and standards and make final recommendations for approval. Manage the updating of functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Manage adherence to the approved functional and technical norms and standards. Policies. Manage the development of policies, procedures and criteria for infrastructure projects and make final recommendations for approval. Manage adherence to the ISO 2000

Regulations and SANS standards. Infrastructure analyses and inputs in terms of all infrastructure plans and related reports. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Infrastructure planning framework, prioritisation model(s), Business Cases and Project Briefs. Manage the development of project lists aligned to the Health Services Transformation Plan. Manage the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for Health infrastructure planning. Manage spatial analysis and modelling to support the infrastructure-planning framework. Manage the validation of land suitability and where Public Works does not fulfil its obligations as Custodian; also manage the validation of the availability and ownership of land. Finalise the infrastructure-planning framework and make recommendations for approval. Finalise the User Asset Management Plan and make final recommendations for approval. Manage the finalisation of the Project list and project budgets. Manage the design and implementation of unique project numbers system. Manage the finalisation of Project Briefs and make final recommendations for approval. Monitoring and Evaluation. Implement strategic alignment of infrastructure projects and related technical support services. Align infrastructure inputs and reports. Establish norms and benchmarks for evaluation of infrastructure and related technical support programme and projects. Implement programme and project measurement and evaluation. Prepare monitoring reports (performance and financial reports). Complete Post Project and Post Occupancy Evaluations [POE]. Budget Management. Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act. Manage participation in construction procurement committees of built environment professionals when required. Strategic Management. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Mentor personnel in the Directorate to improve their understanding of their roles and responsibilities. Map the processes in the Directorate and issue standard operating procedures to the personnel in the Directorate. Manage research findings to improve the physical infrastructure planning function of the Directorate. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

- : Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

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POST 15/84

: **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: MPDOH/APR/21/01**
 (Component: Directorate Infrastructure Planning)

SALARY

: Grade A: R1 042 827 – R1 192 365 per annum. (OSD)

**CENTRE
REQUIREMENTS**

Grade B: R1 265 544 – R1 978 146 per.annum. (OSD) Depending on qualifications and experience

: Provincial Office, Mbombela (Nelspruit)
: Possession of a Degree in Built Environment field. Registered as a Professional Construction Project Manager with SACPCMP. Valid drivers' licence. Computer literacy. Relevant Experience: 6 Years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA / Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions / Circulars / Construction Procurement System. Provincial / Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES

: Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budgets on completion of projects. Collect and update system information [if applicable] in terms of Technical Condition Assessments. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. Participate in the continuous improvement of best practices, standardised processes and

procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Mentoring of Candidates. Act as mentor for Candidate Architect. Complete progress reports. Conduct regular performance meetings. Provide professional guidance.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

: **CHIEF MECHANICAL ENGINEER REF NO: MPDOH/APR/21/05**
 (Component: Directorate Infrastructure Planning)

POST 15/85

: **CHIEF MECHANICAL ENGINEER REF NO: MPDOH/APR/21/05**
 (Component: Directorate Infrastructure Planning)

SALARY : Grade A: R1 042 827 – R1 192 365 per.annum. (OSD)
 Grade B: R1 265 544 – R1 978 146 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Gert Sibande District, Ermelo
 Possession of A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Mechanical Engineer. Valid drivers' licence. Computer literacy. Relevant Experience: Minimum of Six (6) Years' experience post qualification. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations

DUTIES

: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Facilities Guidelines and National Health norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Maintain electrical or mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints,

alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plans. Determine requirements for built environment document management system from a Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation (construction) and commissioning of mechanical engineering installations and maintenance. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from a mechanical engineering perspective. Provide inputs to life cycle costs from a mechanical engineering perspective. Develop maintenance programmes. Provide engineering inputs to maintenance projects from a mechanical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/86

: **CHIEF CIVIL/STRUCTURAL ENGINEER REF NO: MPDOH/APR/21/06**
 (Component: Directorate Infrastructure Planning)

SALARY

: Grade A: R1 042 827 – R1 192 365 per.annum. (OSD)
 Grade B: R1 265 544 – R1 978 146 per.annum. (OSD) Depending on qualifications and experience

CENTRE

: Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS

: Possession of a university degree in Engineering. Registration with ECSA as a Professional Engineer. Valid drivers' licence. Computer literacy. Relevant Experience: Appropriate experience, 6 Years' experience post qualification. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.

DUTIES

: Functional and Technical norms and standards from an engineering perspective Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects and programmes implemented by the Implementing Agent comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice when required. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice when required. Update functional and technical norms and standards based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises in terms of all engineering aspects. Maintain where applicable and manage engineering norms & standards. Innovative service delivery mechanisms and feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Strategic Briefing Documentation. Provide engineering inputs to strategic briefing documentation when required. Contribute to the preparation of project business cases, from an engineering perspective. Prepare technical specifications from an engineering perspective. Apply engineering design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology into specifications from an engineering perspective. Undertake preliminary costing per installation. Determine engineering performance based standards. Develop engineering standard data sheets and drawings. Provide engineering inputs into procurement strategies. Determine requirements for built environment document management system from an Engineering perspective. Infrastructure Plans. Prepare and coordinate inputs to the drafting of the User Asset Management Plan, finalise the U-AMP and make recommendations for approval. Direct engineering inputs required for the preparation of all infrastructure planning documentation. Make inputs to the Technical Condition Assessments from an engineering perspective. Make inputs to the finalisation of infrastructure plans and updating/review on a continuous basis. Strategies, policies and procedures. Develop and review strategies and policies for health infrastructure planning, in collaboration with relevant components within the Department. Develop and review the Health Infrastructure Planning Cycle document. Development, review and implement of the Health Infrastructure Planning Model. Develop, review and implement the Project Prioritisation Mechanism for delivery of Capital and Scheduled Maintenance Projects. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy and Plan. Contribute to the preparation of the Departmental Strategic Plan, Annual Performance Plan and Annual Report. Consult and liaise with the Directorate: Strategic Planning & Coordination and the Department of the Premier with respect to GIS developments. Prepare GIS-based drawings and maps for the purposes of Strategic Planning as well as for project planning and implementation. Coordinate inputs to and information from the Facilities List. Prepare due diligence reports in terms of land and property suitability. Develop a prioritisation model, ranking list and criteria aligned to the spatial plan for infrastructure delivery and in direct support of the Health Services Plan of the Department. Research/literature studies and interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

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 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 15/87

CHIEF ENGINEER: ELECTRICAL REF NO: MPDOH/APR/21/07
 (Component: Directorate Engineering and Technical Services)

SALARY

Grade A: R1 042 827 – R1 192 365 per.annum. (OSD)
 Grade B: R1 265 544 – R1 978 146 per.annum. (OSD) Depending on qualifications and experience

CENTRE

Gert Sibande District, Ermelo

REQUIREMENTS

Possession of an Engineering Degree. Registration with ECSA as a Professional Engineer. Valid Drivers' Licence. Computer literate. Relevant Experience: 6 Years' experience post qualification. Knowledge: PFMA / DORA / Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995 / Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Competence Standards for Construction Procurement as issued by CIDB

DUTIES

Engineering design and analysis effectiveness. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitoring of current deployed technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Effective Engineering Services. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective project management. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Compliance of the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective waste management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Research

and Development. Continuous professional development to keep up with new technologies and procedure. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

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 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/88** : **CHIEF ENGINEER: MECHANICAL REF NO: MPDOH/APR/21/08**
 (Component: Directorate Engineering and Technical Services)
- SALARY** : Grade A: R1 042 827 – R1 192 365 per.annum. (OSD)
 Grade B: R1 265 544 – R1 978 146 per.annum. (OSD) Depending on qualifications and experience
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)
 : Possession of an Engineering Degree. Registration with ECSA as a Professional Engineer. Valid Drivers' Licence. Computer literate. Relevant Experience: 6 Years' experience post qualification. Knowledge: PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Competence Standards for Construction Procurement as issued by CIDB.
- DUTIES** : Engineering design and analysis effectiveness. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitoring of current deployed technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Effective Engineering Services. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Effective project management. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the

operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Compliance of the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective waste management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Research and Development. Continuous professional development to keep up with new technologies and procedure. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

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 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/89

: **CHIEF ARCHITECT REF NO: MPDOH/APR/21/09**
 (Component: Directorate Infrastructure Programme Delivery)

SALARY

: Grade A: R898 569 – R1 027 419 per.annum. (OSD)
 : Grade B: R1 090 458 – R1 679 301 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Provincial Office, Mbombela (Nelspruit)
 : Possession of a Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a Professional Architect. Valid drivers' licence. Computer literacy. Relevant Experience: Appropriate experience after qualifications has been obtained. Six years' experience post qualification. Post requires specific understanding and experience of the Architectural design process from Project inception to close out. [Minimum 3 years]. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES

: Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. Prepare commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department. Master Planning, Project Briefs, Business Cases,

Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from an architectural perspective. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Technical Condition Assessment from an architectural perspective. Manage facility planning. Manage document requirements for Project Briefs. Manage the review of all business cases. Manage peer reviews in the province. Manage the development and training of staff at Health Facilities to develop adequate capacity to prepare business cases. Present project briefs, plans and business cases to relevant stakeholders. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies / Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

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 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/90

: **CHIEF QUANTITY SURVEYOR REF NO: MPDOH/APR/21/10**
 (Component: Directorate Infrastructure Planning)

SALARY

: Grade A: R898 569 – R1 027 419 per.annum. (OSD)
 Grade B: R1 090 458 – R1 679 301 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Nkangala District, Emalahleni (Witbank)
 : Possession of a University degree in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with SACQSP. Valid drivers' licence. Relevant experience: 6 Years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act / Treasury Regulations / Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All

DUTIES

different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

: Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA) Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA) with inputs received from the Directorate Infrastructure Planning. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS) Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent (IA). Prepare and submit progress reports (financial and non-financial indicators). Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a quantity surveyor perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor

expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Mentoring of Candidates. Act as mentor for Candidate Architect. Complete progress reports. Conduct regular performance meetings. Provide professional guidance.

ENQUIRIES

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Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
Departmental Online Application System: www.mpuhealth.gov.za

APPLICATIONS

POST 15/81

VICE PRINCIPAL: (PND-4) REF NO: MPDOH/APR/21/11

SALARY

: R843 618 – R949 482 per.annum. In terms of OSD package

CENTRE

: Mpumalanga College of Nursing, Kabokweni

REQUIREMENTS

: A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Master's Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post –Basic qualification in Nursing Education registered with SANC. Valid driver's licence. Willingness to travel extensively and work from different accredited clinical training facilities. Experience: A minimum of 10 years appropriate/recognizable 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 /recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education. Competences: Excellent verbal and written communication skills, organisational and management skills. Ability to think critically and analytical, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multidisciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

DUTIES

: Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Monitor and evaluate the efficacy of the implementation of the curriculum. Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province. Manage the education and training of Nurses. Manage clinical learning exposure to learners between college and clinical areas. Manage the college in the absence of the Principal. Develop and ensure implementation of quality assurance programme. Collaborate with other stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms 105 and standards and ensure the implementation thereof. Monitor and evaluate the implementation of all training programmes. Support the mission and promote the image of the College. Supervision of staff. Monitor employee's performance in terms of the performance management system. Maintain sound labour relations through proper discipline. Oversee the supervision of students. Monitor the evaluation of academic performance. Maintain accountability and responsibility of team leader to a group of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES

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IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/92 : **DEPUTY DIRECTOR – HEALTH TECHNOLOGY OPERATIONS REF NO: MPDOH/APR/21/12**

SALARY : R733 257 per.annum. (Level 11)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Diploma / Degree in Electrical or Clinical Engineering. Extensive experience in clinical engineering and maintenance models for medical equipment [Minimum of 8 year's post qualification of which 4 years must be in supervisory position in a Clinical Engineering Environment]. Knowledge of the South Africa's Health Care Act (2003) and the healthcare system. Knowledge of the PFMA and the Treasury Regulations. Leadership and management skills in people, strategic planning and its implementation. Knowledge of key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure. Valid driver's license (minimum code B) is a must for the individual who must be prepared to travel extensively throughout the province.

DUTIES : To manage Clinical Engineering workshops and maintenance of medical equipment for all healthcare facilities throughout Mpumalanga Province. Develop policy frameworks, norms and guidelines for maintenance of medical equipment. Compile service level agreements (SLA) with suppliers for maintenance of medical equipment. Monitor adverse events reporting and institute corrective measures for medical equipment. Develop and implement monitoring and evaluation system for maintenance of medical equipment.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340
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Ms. Nomsa Maphanga Tel No: (013) 766 3207
Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/93 : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: MPDOH/APR/21/13**
(Component: Directorate Infrastructure Delivery)

SALARY : R733 257 per.annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Degree in Health Sciences or B Admin with Personnel Management or B Com Personnel Management. Valid drivers' licence. Computer literacy. Relevant Experience: three (3) – five (5) Years' experience post qualification. Experience of the health system, standards, management practices, information systems, organisation development and change management. Knowledge: PFMA / DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Human Resources Development and Skills Development Frameworks of Government. Government Immovable Asset Management Act of 2007. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations, Act 61 of 2003.

DUTIES : Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Document staffing plans. Prepare training plans and programmes. Prepare management plans. Prepare development plans. Assist with the commissioning of health facilities. Make inputs to Post Project and Post Occupancy Evaluation (POE) exercises. Document organisational strategies. Assist to development delegation of authorities. Assist to establish and improve hospital governance. Assist to improve financial management. Assist to improve financial management. Assist to establish hospital information management system and related information technology. Assist to establish patient administration systems. Assist to develop and implement communication strategies. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Facilitate the development and implementation of Mentorship Programmes. Facilitate the development and implementation of Coaching Programmes. Facilitate changes in organisational behaviour. Facilitate the development and implementation of communication plans. Implementation of quality assurance

programmes as part of the delivery of infrastructure. Facilitate the development of facility quality improvement plans. Facilitate the institutionalisation of the CORE standards. Assist to implement Quality Assurance forums. Assist to implement package of services. Facilitate the introduction of clinical audits, mortality and morbidity reviews, peer reviews. Assist to establish sound supervisory system. Assist to implement adverse incident reporting mechanisms. Facilitate implementation of Client satisfaction mechanisms. Assist to implement evidence based guidelines and protocols. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery. Liaise with relevant organisational components in the Head office to promote seamless infrastructure delivery with required institutional systems. Prepare monthly reports. Prepare monthly reports on infection prevention and control from an infrastructure delivery perspective.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 15/94

DEPUTY DIRECTOR: ENTOMOLOGY REF NO: MPDOH/APR/21/14

SALARY CENTRE REQUIREMENTS

: R733 257 per.annum. (Level 11) MMS
 : Ehlanzeni District, Mbombela (Nelspruit)
 : Applicants must be in possession of a National Diploma or Bachelor's degree in Entomology / Biological Science / Ecology (you are required to furnish a credit certificate and/or a statement of results). A post-graduate Degree in Entomology; research experience and scientific publications. Experience: three (3) years post qualification natural scientific experience. Knowledge: legal compliance; creating high performance culture; professional judgement; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, scientific methodologies and models, Research and development, Computer aided scientific applications. Skills: Analytic, creativity, decision making, team work, creativity, communication (written/verbal), problem-solving, technical report writing, people management, Computer literacy in MS Office software, networking, change management, planning and organising skills. Valid driver's licence and the ability to drive

DUTIES

: Develop and monitor policies, guidelines, norms and standards to be in line with the relevant World Health Organisation Integrated Vector Control Management guidelines and monitoring of insecticide usage. Oversee and manage inspection with regard to indoor residual spraying quality. Enable better decision-making about where and with which insecticides to spray. Monitor insecticide resistance to inform operations and as an early warning system for the region. Identify areas, which are at risk of transmission due to the presence of vectors and continued monitoring in low risk areas and monitor spray quality during spray season by cone bioassays. Lead the vector control team during entomological surveillance when conducting outbreak and epidemic response. Inform on which entomological interventions to use when responding to a malaria case and work with partners to test vector control tools and approaches and ensure the insectary is operational. Vector control health promotion and messaging. Map breeding sites and inform larviciding operations. Stock control of insecticides and manage entomological information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors; gather and interpret data statistically and compile scientific papers and technical documents; dissemination of information through presentation of papers at scientific symposia and congresses and lecturing at provide specialist advice on malaria vector related matters .

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340

Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 15/95

CIVIL / STRUCTURAL ENGINEER REFNO: MPDOH/APR/21/15
 (Component: Infrastructure Programme Delivery)

SALARY

Grade A: R718 059 – R766 278 per.annum. (OSD)
 Grade B: R809 631 – R872 220 per.annum. (OSD)
 Grade C: R925 734 – R1 090 458 per.annum. (OSD) Depending on qualifications and experience

CENTRE

Nkangala District, Emalahleni (Witbank)

REQUIREMENTS

A university degree in Engineering. Registration with ECSA as a Professional Engineer: Civil / structural Engineer. Valid drivers' licence. Computer literacy. Relevant Experience: Appropriate experience, three (3) Years' experience post qualification. Knowledge: PFMA/Treasury Regulations/Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.

DUTIES

Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and

publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies / Councils

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 15/96

: **CIVIL / STRUCTURAL ENGINEER REF NO: MPDOH/APR/21/16**
 (Component: Directorate Infrastructure Planning)

SALARY

: Grade A: R718 059 – R766 278 per.annum. (OSD)
 Grade B: R809 631 – R872 220 per.annum. (OSD)
 Grade C: R925 734 – R1 090 458 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Gert Sibande District, Ermelo
 Possession of A university degree in Engineering. Registration with ECSA as a Professional Engineer: Civil/structural Engineer. Valid drivers' licence. Computer literacy. Relevant experience: Appropriate experience, three (3) Years' experience post qualification. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.

DUTIES

: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms, standards, and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures.

Oversee implementation [construction] and commissioning of mechanical engineering installations. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. 6. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 15/97

: **MECHANICAL ENGINEER REF NO: MPDOH/APR/21/17**
 (Directorate Infrastructure Planning)

SALARY

: Grade A: R718 059 – R766 278 per.annum. (OSD)
 Grade B: R809 631– R872 220 per.annum. (OSD)
 Grade C: R925 734 – R1 090 458 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Nkangala District, Emalahleni (Witbank)
 : A university degree in Engineering. Registration with ECSA as a Professional Engineer: Mechanical Engineer. Valid drivers' licence. Computer literacy. Relevant Experience CE: Appropriate experience, 3 Years' experience post qualification. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.

DUTIES

development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. 2. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical

engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/98** : **ELECTRICAL ENGINEER REF NO: MPDOH/APR/21/18**
 (Component: Directorate Infrastructure Planning)
- SALARY** : Grade A: R718 059 – R766 278 per.annum. (OSD)
 Grade B: R809 631 – R872 220 per.annum. (OSD)
 Grade C: R925 734 – R1 090 458 per.annum. (OSD) Depending on qualifications and experience
- CENTRE REQUIREMENTS** : Gert Sibande District, Ermelo
 Possession of a university degree in Engineering. Registration with ECSA as a Professional Engineer: Electrical Engineer. Valid drivers' licence. Computer literacy. Relevant Experience: Appropriate experience, 3 Years' experience post qualification. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.
- DUTIES** : Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain electrical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact,

infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply electrical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine electrical engineering performance based standards. Develop electrical engineering standard data sheets and drawings. Provide electrical engineering inputs to Project Execution Plan v 1. Provide electrical engineering inputs to Project Execution Plans v 2 – 7. Determine requirements for built environment document management system from Electrical Engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on electrical engineering investigations. Determine electrical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 15/99** : **DEPUTY DIRECTOR: HEALTH FACILITY PLANNER REF NO: MPDOH/APR/21/19**
 (Directorate: Infrastructure Delivery)
- SALARY** : Grade A: R707 451 – R754 953 per.annum. (OSD)
 Grade B: R797 670 – R939 621 per.annum. (OSD) Depending on qualifications and experience
- CENTRE REQUIREMENT** : Provincial Office, Mbombela (Nelspruit)
 : Degree in any Health Sciences. Valid Drivers' Licence. Computer literate. Relevant Experience: Three (3) – five (5) Years appropriate experience in health planning from an infrastructure perspective post qualification. Knowledge: National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. PFMA / DORA / Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
- DUTIES** : Preparation of Strategic Project Briefs for CAPEX and Maintenance projects. Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief. Validate the requirements against national and provincial functional and technical norms and standards. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences. Interact extensively with the Deputy Director Health Technology Projects to

align the needs for health technology equipment with the planning of the CAPEX and or maintenance projects. Document requirements defined for the preparation of Project Strategic Briefs. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs. Package of information to promote to seamless development of Project Strategic Briefs. Assist with preparation and review Business Cases in consultation with Health Facilities. Identify key issues to be reviewed in terms of Business Cases for capex and maintenance projects. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System. Undertake a detailed analysis of key issues. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly supporting the achievement of health goals. Make recommendations on how each issue can be addressed in the business cases. Assist the Health Facility to prepare the business case. Participate in peer reviews in the province when these implemented by the National Department of Health. Assist the Health Facilities to review recommendations and amend business plans. Support built environment staff and end users with the development of skills to prepare business cases. Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. Present the training courses and work with Hospital Managers in the preparation of business cases as part of the training programme. Prepare tools from a Health perspective that the Province can use to inform prioritisation models and assessment of business cases. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements. Inputs to Infrastructure Plans, Norms and Standards. Provide health specific inputs to the development of the departmental User Asset Management Plan. Provide health specific inputs to define technical and functional norms and standards. Develop health design guidelines and standards. Make inputs to the preparation of the procurement strategies. Assist to prepare the Infrastructure Programme Management Plan. Validate that built environment staff of the Implementation Agents understand health specific requirements for design and implementation phases. Project and Programme Implementation. Make inputs to the implementation plans from a health perspective for each CAPEX and maintenance project in close consultation with the Chief Executive Officers of the Hospitals, Departmental Heads and Managers of other Health Facilities. Make inputs to the implementation of any decanting, movement of patients, movement of equipment is aligned to the construction plans for commissioning. Validate that all OHS issues are addressed in terms of the implementation plans. Validate that all issues pertaining to the movement of movable assets are addressed and implemented in line with Departmental policies and standards. Monitor implementation. Identify and manage risks. Provide feedback to relevant built environment personnel on issues during implementation that require attention from a health perspective.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
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 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
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 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/100

: **ARCHITECT REF NO: MPDOH/APR/FEB/21/20**
 (Directorate Infrastructure Planning)

SALARY

Grade A: R618 017 - R656 706 per.annum. (OSD)
 Grade B: R707 451 – R754 953 per.annum. (OSD)
 Grade C: R797 670 – R846 618 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Nkangala District, Emalahleni (Witbank)
 : Bachelor of Architecture or equivalent as recognised by South African Council for the Architectural Profession. Registration with the South African Council for

Architectural Profession as a Professional Architect. Valid driver's licence. Computer literacy. Relevant Experience: Appropriate experience after qualifications has been obtained. 3 Years' experience post qualification. Post requires specific understanding and experience of the Architectural design process from Project inception to close out, minimum of 3 years. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES

: Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. Prepare commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from an architectural perspective. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Technical Condition Assessment from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
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 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/101

: **ARCHITECT REF NO: MPDOH/APR/21/21**
 (Component: Directorate Infrastructure Delivery)

SALARY

: R618 732 – R666 540 per.annum. (OSD)
 R707 451 – R754 953 per.annum. (OSD)
 R797 670 – R846 618 per.annum. (OSD) Depending on qualifications and experience

CENTRE REQUIREMENTS

: Gert Sibande District, Ermelo
 : Bachelor of Architecture or equivalent as recognised by South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a Professional Architect. Valid driver's licence.

Computer literacy. Relevant Experience: Appropriate experience after qualifications has been obtained. Three (3) Years' experience post qualification. Post requires specific understanding and experience of the Architectural design process from Project inception to close out, minimum of three (3) years. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES

: Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. Prepare commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from an architectural perspective. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Technical Condition Assessment from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
Ms. Dolly Khoza Tel No: (013) 766 3087
Mr. Michael Mlangeni Tel No: (013) 766 3753
Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
Ms. Gugu Nkosi Tel No: (013) 766 3103
Ms. Nomsa Maphanga Tel No: (013) 766 3207
Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

POST 15/102

: **ARCHITECT REF NO: MPDOH/APR/21/22**
(Directorate Infrastructure Planning)

SALARY

: Grade A: R618 017 - R666 540 per.annum. (OSD)
Grade B: R707 451 – R754 953 per.annum. (OSD)
Grade C: R797 670 – R846 618 per.annum. (OSD) Depending on qualifications and experience

**CENTRE
REQUIREMENTS**

: Provincial Office, Mbombela (Nelspruit)
: Bachelor of Architecture or equivalent as recognised by South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a Professional Architect. Valid driver's licence. Computer literacy. Relevant Experience: Appropriate experience after

qualifications has been obtained. 3 Years' experience post qualification. Post requires specific understanding and experience of the Architectural design process from Project inception to close out, minimum of 3 years. Knowledge: Health Act and Regulations, Act 61 of 2003. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES

: Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. Prepare commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from an architectural perspective. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Technical Condition Assessment from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340
 Ms. Dolly Khoza Tel No: (013) 766 3087
 Mr. Michael Mlangeni Tel No: (013) 766 3753
 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
 Ms. Gugu Nkosi Tel No: (013) 766 3103
 Ms. Nomsa Maphanga Tel No: (013) 766 3207
 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
 IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
 Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 15/103

: **AREA MANAGER NURSING PNB4 (SPECIALTY): CRITICAL CARE / TRAUMA NURSING REF NO: MPDOH/APR/21/23**

SALARY CENTRE

REQUIREMENTS

: R614 991 – R692 166 per annum. Depending on the years of experience
 : Witbank Hospital
 : Senior Certificate (Grade 12) or equivalent qualification Plus; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in critical care/trauma nursing. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (06) years of period referred to above must be

appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Critical care /Trauma Nursing .At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Certificates of Registration with the SANC Proof of current registration with the SANC (2020).Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. Belinda Silinda Tel No: (013) 653 2611
Ms. Bonni Mahlangu Tel No: (013) 653 2617
IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/104 : **OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/APR/21/24**

SALARY : R562 800 – R633 432 per.annum (Level 9) Depending on the years of experience

CENTRE : Witbank Hospital

REQUIREMENTS : Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice R425 (Diploma/Degree in General Nursing and Midwifery, Community Health and Psychiatry) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least one (1) year accredited with the SANC in of Government Notice No R212 in ONCOLOGY Nursing Science. Current registration with SANC and Service certificate from previous employer. A Degree/diploma in Nursing management will be an added advantage. Experience: A minimum of Nine (9) years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post-basic qualification in relevant specialty. Competencies: Leadership, Supervisory, problem solving, conflict resolution, Interpersonal, Communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy (MS Word, Excel, PowerPoint and MS Outlook) Inherent requirement of the Job: performing after hours and weekend duties. Ability to work under pressure.

DUTIES : Supervise and ensure the provision of effective and holistic specialized nursing care within the Oncology unit. Coordinate and ensure implementation of Norms and Standards in the whole institution for better quality patient care. Participate in formulating, monitoring and implementation of policies, guidelines,

		standards, procedures and regulations pertaining to nursing care within the unit. Manage and monitor proper utilization on human resources, Financial and physical resources Manage staff performance, training skills and skills development. Collect, provide and use relevant information for the enhancement of service delivery. Participate in encourage nursing research.
<u>ENQUIRIES</u>	:	Ms. Belinda Silinda Tel No: (013) 653 2611 Ms. Bonni Mahlangu Tel No: (013) 653 2617
<u>APPLICATIONS</u>	:	IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/105</u>	:	<u>LECTURER GRADE 2 (PND 2) REF NO: MPDOH/APR/21/25</u>
<u>SALARY</u>	:	R471 333 – R614 991 per annum Depending on the years of experience
<u>CENTRE</u>	:	Mpumalanga College of Nursing
<u>REQUIREMENT</u>	:	Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a 1 year Post-Basic qualification in Nursing Education registered with SANC. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing of which 10 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education.
<u>DUTIES</u>	:	Provide education and training to student nurses, co-ordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine competencies and exercise control over students.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Ms. Dolly Khoza Tel No: (013) 766 3087 Mr. Michael Mlangeni Tel No: (013) 766 3753 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 Ms. Gugu Nkosi Tel No: (013) 766 3103 Ms. Nomsa Maphanga Tel No: (013) 766 3207 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 15/106</u>	:	<u>RADIOGRAPHER – MAMMOGRAPHY REF NO: MPDOH/APR/21/26</u>
<u>SALARY</u>	:	R395 703 – R452 445 per.annum. (OSD)
<u>CENTRE</u>	:	Rob Ferreira Hospital
<u>REQUIREMENT</u>	:	Minimum education qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Mammography). Registration with a professional Council: Registration with the HPCSA in Radiographer in Mammography. Experience: Grade 1 – None after registration with the HPCSA in Radiographer (Mammography) in respect of Republic of South Africa (RSA) qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Mammography) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required to perform in South Africa inherent requirement of the job. Willingness to assist in the geographic area when required. Competencies (Knowledge/Skills): thorough knowledge of antenatal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team.
<u>DUTIES</u>	:	Conduct antenatal paediatric, gynaecology, vascular studies and abdominal Mammography examinations. General care of patients. Maintain case records and statistics. Participate in OPD training programmes. Responsible for quality assurance in the mammography department. Conduct clinic once a week.
<u>ENQUIRIES</u>	:	Ms. Nomfundo Mabunda Tel No: (013) 741 6233 Mr. Obed Mashabane Tel No: (013) 741 6237
<u>APPLICATIONS</u>	:	IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/107</u>	:	<u>ROFESSIONAL NURSE GR1 (PNB-1) SPECIALTY TRAUMA AND EMERGENCY REF NO: MPDOH/APR/21/27</u>
<u>SALARY</u>	:	R383 226. – R444 276.per annum Depending on the years of experience

<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital
	:	Grade 12 plus basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Trauma and Emergency Nursing. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations.
<u>ENQUIRIES</u>	:	Ms. Belinda Silinda Tel No: (013) 653 2611 Ms. Bonni Mahlangu Tel No: (013) 653 2617
<u>APPLICATIONS</u>	:	IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004 Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/108</u>	:	<u>PROFESSIONAL NURSE GR1 (PNB-1) SPECIALTY (CRITICAL CARE) REF NO: MPDOH/APR/21/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R383 226 – R444 276 per annum Depending on the years of experience
	:	Witbank Hospital
	:	Grade 12 plus basic R425 qualification (Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Critical Care Nursing. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements, and expectations.
<u>ENQUIRIES</u>	:	Ms. Belinda Silinda Tel No: (013) 653 2611 Ms. Bonni Mahlangu Tel No: (013) 653 2617
<u>APPLICATIONS</u>	:	IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/109</u>	:	<u>LECTURER PND 1 GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE AND PSYCHIATRIC NURSING REF NO: MPDOH/APR/21/29 (3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R383 226- R444 276 per annum Depending on the years of experience
	:	Witbank Hospital
	:	PND 1: Basic R245 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Master's degree qualification will be an added advantage. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing
<u>DUTIES</u>	:	Develop, plan, and implement academic programs. Develop, design, review and evaluate teaching and learning curriculum. Participate in the development of teaching and learning tools of student nurses, co-ordinate work integrated learning exposure to students between college and clinical facilities. Support

the vision and mission and promote the image of the college. Implement assessment strategies to determine student's competencies. Exercise control over students. Employ a variety of teaching and learning strategies to reach required learners, outcomes. Manage student database. Participate in nursing research and institutional clinical committees and hospital initiatives. Participate in continuing professional development in Nursing Education and own field of practice. Implement all nursing education strategies within legal framework governing Nursing practice and health services.

- ENQUIRIES** : Ms. Belinda Silinda Tel No: (013) 653 2611
Ms. Bonni Mahlangu Tel No: (013) 653 2617
- APPLICATIONS** : IT Related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
Departmental Online Application System: www.mpuhealth.gov.za
- POST 15/110** : **ENGINEERING TECHNICIAN REF NO: MPDOH/APR/21/30**
(Component: Directorate Engineering and Technical Services)
- SALARY** : R363 894 – R380 775 per.annum. (OSD)
R414 189 – R446 202 per.annum. (OSD)
R473 574 – R557 846 per.annum. (OSD) Depending on qualifications and experience
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)
Possession of a National Diploma in Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician. Valid Drivers' Licence. Computer literate. Relevant Experience: 3 Years' experience post qualification. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.
- DUTIES** : Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Engineering services and management methods. Assist to manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Use of Utilities. Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Investigate cases of excessive usage. Make recommendations on interventions to address excessive usage. Effective Engineering Services for Projects and Programmes. Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Assist to provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Assist to manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Assist to continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental. Administrative Functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical engineering operational plan. Research and Development. Continuous professional development to keep up with new technologies and procedure. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340
Ms. Dolly Khoza Tel No: (013) 766 3087
Mr. Michael Mlangeni Tel No: (013) 766 3753
Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
Ms. Gugu Nkosi Tel No: (013) 766 3103
Ms. Nomsa Maphanga Tel No: (013) 766 3207
Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and

<u>APPLICATIONS</u>	:	IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 15/111</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1 REFNO: MPDOH/APR/21/31 (4 POSTS)</u> (3 Year Contract)
<u>SALARY CENTRE</u>	:	R317 976 per annum Bushbuckridge (1 Post) Nkomazi (2 Posts) Mbombela (1 Post)
<u>REQUIREMENT</u>	:	Bachelor's degree/ Diploma in Environmental Health/ Public Health or relevant Qualification at NQF level 6.Current registration with Health Professions Council of South Africa as an Independent Environmental Health Practitioner. Good knowledge of Malaria Elimination strategies. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid code 10 (C1) drivers' license (Please attach copy), Experience in malaria control will be an added advantage.
<u>DUTIES</u>	:	Plan and manage the implementation of Indoor Residual Spraying activities. Conduct malaria surveillance activities within malaria communities, Manage and monitor Human Resources activities within the malaria sector, Conduct training of malaria spray teams, Conduct Health Education and training within the sector's localities and facilities, implement relevant strategies for malaria case investigations, foci investigation and clearing by implementing, vector surveillance, epidemiology surveys, breeding site identification and management.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Ms. Dolly Khoza Tel No: (013) 766 3087 Mr. Michael Mlangeni Tel No: (013) 766 3753 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 Ms. Gugu Nkosi Tel No: (013) 766 3103 Ms. Nomsa Maphanga Tel No: (013) 766 3207 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 15/112</u>	:	<u>ARTISAN: PLUMBER GRADE A REFNO: MPDOH/APR/21/32 (8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R190 653 - R211 596 per annum Ehlanzeni District (1 Post) Nkangala District (3 Posts) Gert Sibande District (3 Posts) Bohlabela District (1 Post)
<u>REQUIREMENT</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
<u>DUTIES</u>	:	Assemble, maintain, and pressure test all pipes, fittings and fixtures of heating, water, drainage and gas systems according to specifications and plumbing codes. Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders. Repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc. Repair dish washers and kitchen equipment that incorporate gas or water consumption. Receive and complete work orders. Maintain accurate records on material and labour used. Maintain inventory of district –owned tools, equipment, and materials. Inspect jobs upon completion and ensure areas are clean. Work with building principals and supervisors to complete projects. Detect needed repairs on building, grounds, and equipment following established inspection. Respond to emergency calls as needed. Perform preventative maintenance on tools and equipment. Correct unsafe conditions in work area and report any conditions that are not safe.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Ms. Dolly Khoza Tel No: (013) 766 3087 Mr. Michael Mlangeni Tel No: (013) 766 3753

		Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 Ms. Gugu Nkosi Tel No: (013) 766 3103 Ms. Nomsa Maphanga Tel No: (013) 766 3207 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004 Departmental Online Application System: www.mpuhealth.gov.za .
<u>APPLICATIONS</u>	:	
<u>POST 15/113</u>	:	<u>ARTISAN: ELETRICAL GRADE A REF NO: MPDOH/APR/21/33 (8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R190 653 - R211 596 per annum Ehlanzeni District (1 Post) Nkangala District (3 Posts) Gert Sibande District (3 Posts) Bohlabela District (1 Post)
<u>REQUIREMENT</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Mechanical/Electrical/Electromechanical. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
<u>DUTIES</u>	:	Ensuring of proper maintenance of equipment. Day to day provision of maintenance services. Monitoring and inspection of equipment. Conduct preventive maintenance schedule. Handling spare parts inventory and ordering. Keep proper history documentation for machineries break down, repairs and preventive action. Repair any machine /equipment deficiencies.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Ms. Dolly Khoza Tel No: (013) 766 3087 Mr. Michael Mlangeni Tel No: (013) 766 3753 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 Ms. Gugu Nkosi Tel No: (013) 766 3103 Ms. Nomsa Maphanga Tel No: (013) 766 3207 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za .
<u>APPLICATIONS</u>	:	
<u>POST 15/114</u>	:	<u>ARTISAN: CARPENTRY GRADE A REF NO: MPDOH/APR/21/34 (8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R190 653 - R211 596 per annum Ehlanzeni District (1 Post) Nkangala District (3 Posts) Gert Sibande District (3 Posts) Bohlabela District (1 Post)
<u>REQUIREMENT</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Carpentry. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
<u>DUTIES</u>	:	Perform activities/tasks associated with the maintenance, carpentry and painting works according to standards and procedures on Council property by using the most effective working methods and safety aspects.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 Ms. Dolly Khoza Tel No: (013) 766 3087 Mr. Michael Mlangeni Tel No: (013) 766 3753 Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 Ms. Gugu Nkosi Tel No: (013) 766 3103 Ms. Nomsa Maphanga Tel No: (013) 766 3207 Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004. Departmental Online Application System: www.mpuhealth.gov.za .
<u>APPLICATIONS</u>	:	
<u>POST 15/115</u>	:	<u>ARTISAN: PAINTER GRADE A REF NO: MPDOH/APR/21/35 (8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R190 653 - R211 596 per annum Ehlanzeni District (1 Post) Nkangala District (3 Posts) Gert Sibande District (3 Posts)

- REQUIREMENT** : Bohlabela District (1 Post)
Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Painting. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
- DUTIES** : Read blueprints/ instructions and examine surfaces to determine the kind and amount of work necessary. Make on-site preparations such as building scaffolding, covering fixtures etc. Prepare walls and other surfaces for painting by scraping, using sandpaper, removing old paint etc. Fill cracks and holes with appropriate material. Mix paint and other materials to prepare the right colour or texture. Paint surfaces according to instructions with various tools. Apply varnish and other finishes. Calculate costs and negotiate prices. Take and adhere to all health and safety precautions.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340
Ms. Dolly Khoza Tel No: (013) 766 3087
Mr. Michael Mlangeni Tel No: (013) 766 3753
Mr. Emmanuel Makokoropo Tel No: (013) 766 3384
Ms. Gugu Nkosi Tel No: (013) 766 3103
Ms. Nomsa Maphanga Tel No: (013) 766 3207
Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and
IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Post to: Executive Manager Human Resources Management Private Bag X5016 Kimberley 8300 Or hand deliver to: JW Sauer Building Cnr Quinn and Roper Street Office of the Premier, Kimberley Ground Floor (Security) Applications can also be emailed to:rbooyesen@ncpg.gov.za Applications can also be emailed to:rbooyesen@ncpg.gov.za
- FOR ATTENTION** : Mrs. R. Booyesen
- CLOSING DATE** : 14 May 2021
- NOTE** : The Office of the Premier 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). Women and persons with disabilities are encouraged to apply. Note For SMS Post: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, 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 NS <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 posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. The social media accounts of shortlisted applicants may be accessed. It will also be required that the successful candidate declare to the Executive Authority particulars of all registrable financial interests. NB: Prospective Applicants Must Please Use The New Z83 Form Which Is Effective As At 01 January 2021. Applicants are advised that a new application for employment (Z83) form has been in effective since 1 January 2021. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies) or obtainable from any Public Service Department. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Note: The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV with at least 2 contactable references, as well as recently certified copies of all original 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Applicants who do not comply with the afore mentioned requirements, as well as applications received late, will not be considered. 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); and Qualification verification. The department reserves the right not to make appointments to the advertised posts. Considering the restriction on movement and limitation of postal services during the lockdown period, online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc.

MANAGEMENT ECHELON

<u>POST 15/116</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL PLANNING POLICY COORDINATION AND RESEARCH REF NO: OTP/03/2021</u>
<u>SALARY</u>	:	R1 251 183 per annum (All-inclusive remuneration package) (All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Kimberley Applicants must be in possession of an appropriate degree (NQF level 7) in Planning or Public Administration/ Management as recognised by SAQA. Candidates must also have a minimum of 5 years' experience at Senior Management level coupled with experience in strategic planning, development planning and reporting environment. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Knowledge of results based management; strategic and leadership management processes; Policy development; Ability to conduct research; Excellent planning, organizing and analytical skills; Good understanding of legislative frameworks governing planning and reporting in the public sector. Knowledge of People Management and Empowerment, Financial Management, Change Management matters, Computer literacy a valid driver's licence are further prerequisites.
<u>DUTIES</u>	:	Responsibilities: The successful candidate will be responsible for the following main functions: The management and co-ordination of the implementation of provincial research co-ordination. Manage the development and maintenance of protocols and processes for conducting research. The development of the research agenda and plan for the province. Manage the co-ordination and facilitation of research activities on provincial and sector specific programmes that supports evidence based policy decisions. Manage the establishment of partnerships with all spheres of government, academia, research institutions and communities of practices. Manage the facilitation of processes to source funding to conduct research. Manage the maintenance of a repository of research products and ensuring the provisioning of archiving services. Manage facilitation of the dissemination of research results to inform policy development and service delivery improvement interventions. The management and coordination of policy development programmes. Manage the development and maintenance of protocols and guidelines for provincial policy development processes. Manage provincial macro-policy analysis. Manage the provisioning of guidelines for policy development and approval processes. Manage the conducting of capacity building programmes and support departments on policy development processes. The provisioning of advice and support to departments on policy development and approval matters. The management and co-ordination of provincial strategy and planning processes and services. Manage and coordinate the provision of provincial long term strategy and to coordinate all Provincial planning processes and services. Manage & Develop Provincial Spatial Development Framework and support departments with the implementation thereof. Management of the functions, services and resources as allocated. Active involvement in the development and management of the strategic and business plans for the Chief Directorate. Participation in the Chief Directorate's strategic planning process. To evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Active participation in the budgeting process at Chief Directorate level.
<u>ENQUIRIES</u>	:	Mr. J. Bekebeke Tel No: (053) 838 2951

OTHER POST

- POST 15/117** : **ADMINISTRATION CLERK: OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REFE NO: OTP/02/2021**
- SALARY** : R173 703 per annum
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate or an appropriate equivalent qualification. Have knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Applicants must have knowledge and understand the legislative framework governing disability and the Public Service.
- DUTIES** : Responsibilities: The successful candidate will be responsible to: Record, organize, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Keep and maintain the filing system for the component; Keep and maintain the incoming and outgoing documents register of the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Maintain a leave register for the component; Keep and maintain personnel records in the component; Arrange travelling and accommodation; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES** : Mrs. B. Mosala Tel No: (053) 838 2491

**PROVINCIAL ADMINISTRATION: NORTH WEST
PROVINCIAL TREASURY**

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply. The Employment Equity Plan of the Department will be considered when filling vacant positions.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. Applications should be submitted on time. Applications received after the closing date will not be accepted.
- CLOSING DATE** : 14 May 2020 16h00
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies, and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Driver's License must be submitted for posts where it is required. Both sides must be copied and be clearly visible. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Technical And Competency Assessment For SMS Posts All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. SMS Pre-Entry Certificate It is compulsory for applicants of SMS posts to complete the pre-entry course for SMS and submit the Certificate for entry into the SMS with the application. To access the SMS Pre-entry Certificate course and for further details, please go to 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.

MANAGEMENT ECHELON

- POST 15/118** : **DIRECTOR: RISK BASED INTERNAL AUDIT REF NO: NWFIN/2020/20**
Programme: Financial Governance
Sub Programme: Provincial Internal Audit
Directorate: Risk Based Internal Audit
- SALARY** : R1,057,326 – R1,245,495 per annum (Level 13) (All-Inclusive Salary Package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : As a minimum a B Degree or Advanced Diploma in Accounting and Auditing, or equivalent NQF 7 qualification. At least 10 (ten) years relevant experience of which 5 (five) years should be in the Public Sector Auditing environment and with a minimum of 5 (five) years middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. A valid driver's license is essential. Experience must include: comprehensive planning of/for audit

projects, including risk, compliance, performance audits and the audit of performance information and financial statements, review of audit work papers and compilation of the relevant audit reports/report writing, staff appraisal, on the job training and submission of progress reports. Your CV must further clearly outline your level of experience with specific emphasis on performance information and performance auditing at provincial departments. A professional qualification (CA/CIA) or postgraduate degree will be an added advantage. Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Establish strategic and operational risk-based audit plans for the Cluster. Prepare and monitor cluster budgets. Oversee the management of all cluster audits and ensure that audits are completed in line with the annual audit coverage plan and comply with quality standards. Finalize and approve audit reports. Communicate the results of the IA engagement to the relevant stakeholders. Establish and maintain client relationships. Assume responsibility for quality assurance of all audit work performed in the cluster. Conduct peer reviews. Coordinate the activities of the Cluster Audit Committee and perform the Secretariat function for the Cluster. Coordinate the activities of internal audit with those of other assurance providers. Conduct training to subordinates and do presentations internally and externally where needed. Execute PMDS requirements. Oversee monthly and quarterly reporting to the CAE, the Cluster Departments, and the Audit Committee.

ENQUIRIES : Mr. A. Nel Tel No: (018) 3881616

OTHER POSTS

POST 15/119 : **DEPUTY DIRECTOR: ACCOUNTING AND REPORTING REF NO: NWFIN/2020/11 (2 POSTS)**

Programme: Sustainable Resource Management

Sub Programme: Municipal Finance

Directorate: Municipal District Management

SALARY CENTRE REQUIREMENTS : R733,257 – R863,748 per annum (Level 11) (all-inclusive salary package)
: 1 Post in Vryburg – Dr RSM District, 1 Post in Rustenburg – Bojanala District
: As a minimum a National Diploma or Advance Certificate in Accounting or equivalent NQF 6 qualifications. Bachelor's degree in Accounting or Financial Management will be an added advantage. Six (6) years relevant experience in a Municipal Budget/ Accounting and Reporting environment of which (3) years must be on a junior management level. Driver's License. Skills/ Competencies: Appropriate experience/knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Advanced excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Monitor compliance with financial management and annual reporting framework. Monitor the implementation of accounting standards (GRAP), and review and report on the quality of Annual Financial Statements. Monitor compliance with the reporting requirements. Review audit reports, management letters and audit implementation plans to identify financial management support strategies. Coordinate the provision of Accounting

- Service & Support. Analyze progress & report on the implementation of the audit action plans. Report on the Audit Steering Committee Meetings and assist with the clearing of issues raised by Auditor General during the audit.
- ENQUIRIES** : Ms Linda Nengovhela Tel No: (018) 388 2142
- POST 15/120** : **DEPUTY DIRECTOR: INSTITUTIONAL MANAGEMENT REF NO: NWFIN/2020/12**
 Programme: Sustainable Resource Management
 Sub Programme: Municipal Finance
 Directorate: Municipal Institutional Management & Dr KK District Management
 Sub Directorate: Municipal Institutional Management
- SALARY CENTRE REQUIREMENTS** : R733,257 – R863,748 per annum (Level 11) (all-inclusive salary package)
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/or equivalent NQF 6 qualifications. Six (6) years relevant experience in a Municipal Budget environment of which (3) years must be on a junior management level. Driver's License. Skills/ Competencies: Appropriate experience/knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Advanced excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
- DUTIES** : Coordinate MFMA implementation and policy support. Coordinate the monitoring of implementation of policies to give effect to MFMA implementation. Review and provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information. Manage and support the effective implementation of the MFMA in municipalities and municipal entities. Review and analyse research conducted into best practices of Local Government finances and other matters. Develop relevant guidelines w.r.t. financial management for practical application by municipalities and municipal entities. Coordinate the implementation and management of projects relating to the MFMA. Monitor, support and report on the implementation of the MFMA and supporting regulations. Develop reporting databases to assist with information management. Coordinate and review parliamentary questions and responses with regard to MFMA related matters. Develop strategies to address training gaps and provides guidance on the utilisation of the Monitoring Indicators tools for municipalities. Monitor, review and report on the 32 financial indicator and ratio assessments. Coordinate, monitor submission and review the in-year municipal and annual reports to enhance MFMA compliance. Coordinate and monitor MFMA reporting requirements for submission to National Treasury (NT) and monitor implementation of resolutions taken at the NT MFMA meetings. Coordinate and develop stakeholder engagement plans to enhance effective and sustainable stakeholder relations. Co-ordinate the internal & external FORA's, required to administer, guide, support, monitor and report on MFMA activities. Engage municipalities during Mid-Year Budget reviews, with a specific focus on MFMA compliance and monitoring. Coordinate and participate in MFMA related training workshops. Support in building capacity in financial management in cooperation with other role players. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions.
- ENQUIRIES** : Ms Linda Nengovhela Tel No: (018) 388 2142
- POST 15/121** : **DEPUTY DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REFE NO: NWFIN/2020/13 (3 POSTS)**
 Programme: Sustainable Resource Management
 Sub Programme: Municipal Finance
 Directorate: Municipal District Management

- SALARY CENTRE** : R733,257 – R863,748 per annum (Level 11) (all-inclusive salary package)
 : Dr RSM District (1 Post)
 Mmabatho – Ngaka Modiri Molema District and Dr Kenneth Kaunda District (2 Posts)
- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualifications. Bachelor's degree in Accounting or Financial Management will be an added advantage. Six (6) years relevant experience in a Municipal Budget environment of which (3) years must be on a junior management level. Driver's License. Skills/ Competencies: Appropriate experience/knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Advanced excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
- DUTIES** : Monitor implementation of budget framework and regulations by delegated municipalities and provide technical support to delegated municipalities. Provide guidance on the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Conduct research on subject matter pertaining to designated municipalities, as and when required. Providing guidance to ensure alignment of municipal budgets to Provincial and National objectives. Evaluate the budgets and budget supporting documents for designated municipalities and provide advice/written comments to the municipality in terms of credibility, relevance, and sustainability. Monitor, evaluate and report on the implementation of municipal budgets. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions.
- ENQUIRIES** : Ms Linda Nengovhela Tel No: (018) 388 2142
- POST 15/122** : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITY REF NO: NWFIN/2020/14 (2 POSTS)**
 Programme: Sustainable Resource Management
 Sub Programme: Municipal Finance
 Directorate: Municipal District Management
- SALARY CENTRE** : R733,257 – R863,748 per annum (Level 11)(all-inclusive salary package)
 : Vryburg – Dr RSM District (1 Post)
 Mmabatho – Dr Kenneth Kaunda District (1 Posts)
- REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualifications. Bachelor's degree in Accounting or Financial Management will be an added advantage. Six (6) years relevant experience in a Municipal Budget/ Asset & Liability environment of which (3) years must be on a junior management level. Driver's License. Skills/ Competencies: Appropriate experience/knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Advanced excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Monitor the effective and efficient compliance with financial assets and liabilities management. Monitoring the implementation of revenue management by municipalities. Assess and monitor the implementation of revenue enhancement strategies at municipalities. Assist municipalities to interpret revenue related budget reforms and ensure that the municipalities realistically budget for all revenue sources accordingly. Monitor the preparation and review of revenue reports by municipalities. Monitor the municipality's assessment of the indigent management process in line with adopted municipal policies. Monitoring the implementation of debt management by municipalities. Assess and monitor the implementation of debt management strategies at municipalities. Review, advise and provide technical guidance on revenue-related by-laws, policies, and on tariff setting relating to revenue management cycle. Review and provide technical guidance on revenue and debt management organisational structures in municipalities to ensure that the municipalities have and maintain adequate capacity. Perform strategic and operational planning. Manage stakeholder relationships.

ENQUIRIES : Ms Linda Nengovhela Tel No: (018) 388 2142

POST 15/123 : **DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN REF NO: NWFIN/2020/15 (4 POSTS)**
Programme: Sustainable Resource Management
Sub Programme: Municipal Finance
Directorate: Municipal District Management

SALARY CENTRE : R733,257 – R863,748 per annum (Level 11) (all-inclusive salary package)
: Vryburg – Dr RSM District (1 Post)
Rustenburg – Bojanala District (1 Post)
Mmabatho – Dr Kenneth Kaunda District and Ngaka Modiri Molema District (2 Posts)

REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Accounting or equivalent NQF 6 qualifications. Six (6) years relevant experience in a Municipal SCM/Budget environment of which (3) years must be on a junior management level. Driver's License. Skills/ Competencies: Appropriate experience/knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Advanced excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Monitor transparent and assess effectiveness of Municipal Supply Chain Management. Support the monitoring, evaluation, and reporting on compliance with Supply Chain Management Regulatory Framework. Provide support and advice on supply chain management processes, policies, and compliance to regulations. Evaluate, assess, review & Report on Contract Management; Long & Short-Term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Review, assess and provide advice and guidance on the Structuring and functionality of SCM committees. Support the implement Supply chain management reforms in all the delegated municipalities and assist to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance, and support training initiatives with regard to SCM in all delegated municipalities. Assist and advice on improving the supply chain management function within municipalities. Monitor & report on recommendations & remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Support and Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities.

ENQUIRIES : Ms Linda Nengovhela Tel No: (018) 388 2142

POST 15/124 : **DEPUTY DIRECTOR: RISK BASED INTERNAL AUDIT REF NO: NWFIN/2020/21 (2 POSTS)**
Programme: Financial Governance
Sub Programme: Provincial Internal Audit
Directorate: Risk Based Internal Audit

SALARY CENTRE REQUIREMENTS : R733,257 – R869,748per annum (Level 11) (all-inclusive salary package)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in auditing of which three (3) years should be in Internal Auditing and 3 (three) years on junior management level. A professional or postgraduate degree/ qualification or a CIA/ CA designation will be an added advantage. Extensive knowledge International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field. A valid driver's license is essential. Skills/ Competencies: A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative orientation. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Prepare a three-year strategic plan and annual audit coverage plan for a department. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Cluster Director and Audit Committee.

ENQUIRIES : Mr. A. Nel Tel No: (018) 388 1616

POST 15/125 : **ASSISTANT DIRECTOR: CAPACITY BUILDING AND SUPPORT REF NO: NWFIN/2020/16**
Programme: Financial Governance
Sub Programme: Norms and Standards
Directorate: Norms and Standards
Sub-Directorate: Capacity Building and Support

SALARY CENTRE REQUIREMENTS : R376,per annum (Level 9)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Financial/Management Accounting or equivalent NQF 6 qualifications. A minimum of 4 years relevant experience of which 2 years must be at supervisor level. Two (2) years' experience in an Annual Financial Statements preparation and auditing environment. Valid driver's licence. Skills/ Competencies: A thorough understanding the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Specifically, the rendering of financial accounting and audit support to the North West Departments and State-Owned Entities. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. High level of integrity

DUTIES : Rendering the following support to the North West Departments and State-Owned Entities: financial accounting functions, audit related functions withing the finance divisions, assisting with strengthening of internal controls, review Post Audit Action Plans, provide support on all audit related issues and

evaluate the performance data. Supervise and assess performance of subordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES : Mrs. H Kasirivu Tel No: (018) 388 3039

POST 15/126 : **ASSISTANT DIRECTOR: MONITORING AND COMPLIANCE REF NO: NWFIN/2020/17**

Programme: Financial Governance
Sub Programme: Norms and Standards
Directorate: Norms and Standards
Sub-Directorate: Monitoring & Compliance

SALARY CENTRE REQUIREMENTS : R376,596 per annum
: Mmabatho

: As a minimum a National Diploma or Advance Certificate in Financial/Management Accounting or equivalent NQF 6 qualifications. A minimum of 4 years relevant experience of which 2 years must be at supervisor level. Two (2) years' experience in an Annual Financial Statements preparation and auditing environment. Valid driver's licence. Skills/ Competencies: A thorough understanding the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Specifically, the rendering of financial accounting and audit support to the North West Departments and State-Owned Entities. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. High level of integrity

DUTIES : Rendering the following support to the North West Departments and State-Owned Entities: financial accounting functions, audit related functions within the finance divisions, assisting with strengthening of internal controls, review Post Audit Action Plans, provide support on all audit related issues and evaluate the performance data. Supervise and assess performance of subordinates. To perform any other duties that might be expected from time to time.

ENQUIRIES : Mrs. H Kasirivu Tel No: (018) 388 3039

POST 15/127 : **NORMS & STANDARDS PRACTITIONER REF NO: NWFIN/2020/18 (6 POSTS)**

Programme: Financial Governance
Sub Programme: Norms and Standards
Directorate: Norms and Standards
Sub-Directorate: Capacity Building and Support

SALARY CENTRE REQUIREMENTS : R316,791 – R373,167 per annum (Level 8)
: Mmabatho

: As a minimum a National Diploma or Advance Certificate in Financial/Management Accounting or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' experience in an Annual Financial Statements preparation and auditing environment. Valid driver's licence. Skills/ Competencies: A thorough understanding the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Specifically, the rendering of financial accounting and audit support to the North West Departments and State-Owned Entities. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. High level of integrity

DUTIES : Rendering the following support to the North West Departments and State-Owned Entities: financial accounting functions, audit related functions within the finance divisions, assisting with strengthening of internal controls, review

		Post Audit Action Plans, provide support on all audit related issues and evaluate the performance data. To perform any other duties that might be expected from time to time.
<u>ENQUIRIES</u>	:	Mrs. H Kasirivu Tel No: (018) 388 3039
<u>POST 15/128</u>	:	<u>NORMS & STANDARDS PRACTITIONER REFE NO: NWFIN/2020/19 (6 POSTS)</u>
		Programme: Financial Governance
		Sub Programme: Norms and Standards
		DirectoratE: Norms and Standards
		Sub-Directorate: Monitoring & Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316,791 – R373,167 per annum (Level 8)
	:	Mmabatho
	:	As a minimum a National Diploma or Advance Certificate in Financial/Management Accounting or equivalent NQF 6 qualifications. A minimum of 2 – 3 years' experience in an Annual Financial Statements preparation and auditing environment. Valid driver's licence. Skills/Competencies: A thorough understanding the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Specifically, the rendering of financial accounting and audit support to the North West Departments and State-Owned Entities. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. High level of integrity
<u>DUTIES</u>	:	Rendering the following support to the North West Departments and State-Owned Entities: financial accounting functions, audit related functions within the finance divisions, assisting with strengthening of internal controls, review Post Audit Action Plans, provide support on all audit related issues and evaluate the performance data. To perform any other duties that might be expected from time to time.
<u>ENQUIRIES</u>	:	Mrs. H Kasirivu Tel No: (018) 388 3039

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 17 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 15/129 : **DEPUTY DIRECTOR: MUNICIPAL SUPPORT SERVICES, REF NO: CAS 07/2021**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3-years relevant middle management level experience. Recommendation: Working experience and knowledge of: Division of Revenue Act; National and Provincial Government budgetary processes; Municipal Accounting systems. Competencies: Knowledge of the following: Finance and budget; Human resources; Compilation of management reports; Reporting procedures; Project management; Administrative and Procurement and procedures; Departmental policies; Public Financial Management Act; Retrieval of information from different sources; Policy/objectives formulation. Skills: Conflict resolution; Problem solving; Planning and organising; Report writing; Communication (written and verbal).

DUTIES : Manage the following: Annual calculation Grant funding according to norms and standards; Manage expenditure of MSS unit budget; Establish, manage and coordinate financial monitoring mechanisms; Ensure that expenditure is in line with the budget plan; Monitor and evaluate municipal financial reports; Analyse and report on expenditure trends of municipalities; Supervise, represent and give input on MSS component in library service and Departmental strategic planning; Coordinate preparation and sign off MOA's consultation with municipalities; Human resource management of the MSS unit.

ENQUIRIES : Ms C. Sani at Tel No: (021) 483 2273
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>

**WESTERN CAPE, GOVERNMENT
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 15/130 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Metro Health Services

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

<u>CENTRE REQUIREMENTS</u>	:	Lentegeur Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional Council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: here is no obligation of after-hours duties. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff.
<u>DUTIES</u>	:	(key result areas/outputs): Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch). Other duties as assigned by the Head: Clinical Unit.
<u>ENQUIRIES APPLICATION</u>	:	Dr RR Allen, via Mary.Jacobs@westerncape.gov.za
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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 whom 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). 14 May 2021
<u>CLOSING DATE</u>	:	14 May 2021
<u>POST 15/131</u>	:	<u>PHARMACY SUPERVISOR: GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Kraaifontein Community Health Centre
	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. Inherent requirements of the job: Valid (Code B/EB) driver's licence. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.
<u>DUTIES</u>	:	(key result areas/outputs): Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to

patients Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary healthcare setting.

ENQUIRIES : Ms C E Malan, Tel No: (021) 815-8876
APPLICATION : 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 : 14 May 2021

POST 15/132 : **ASSISTANT MANAGER NURSING: (SPECIALTY: WOMEN AND CHILD HEALTH)**
 Chief Directorate: Metro Heath Services

SALARY : R614 991per annum (PN-B4)
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatal Nursing Science or Medical and Surgical Nursing Science: Child Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period above must be appropriate/recognisable experience in Advance Midwifery and Neonatology after obtaining the one year post basic qualification. At least 3 years of the period above must be appropriate / recognisable experience in Nursing Management. Inherent requirements of the job: Valid (Code B EB) driver's licence. Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime should the need arises. Willingness to deputise / stand in for Nursing Service Manager. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent negotiation, facilitation and communication skills (written and verbal). In depth knowledge and understanding of legal and ethical legislations, Acts and Policies related to nursing practice, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint presentation).

DUTIES : (key result areas/outputs): Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Monitor and ensure proper utilisation of physical, human and financial resources. Coordination of the provision of effective training and research. Provide effective support to Nursing Department. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms G Mashaba, Tel No: (021) 360-4511 / 4408
APPLICATION : 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 : 14 May 2021

POST 15/133 : **OPERATIONAL MANAGER NURSING: SPECIALTY: PAEDIATRICS**
 Chief Directorate: Metro Health Services

SALARY : R562 800 per annum (PN-A2)
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years

appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Ability and willingness to assist with after - hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arise. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : (key result areas/outputs): Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms A Brown, Tel No: (021) 377-4410
APPLICATION : 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 : 14 May 2021

POST 15/134 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 West Coast District

SALARY : R562 800 per annum
CENTRE : Malmesbury CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional Council: Registration with the SANC as Professional Nurse and Midwife (proof of current registration to be submitted). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy (proof must be attached or mention in C.V). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.

DUTIES : (key result areas/outputs): Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance

		management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to Ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.
<u>ENQUIRIES APPLICATION</u>	:	Ms J Van Der Westhuizen, Tel. No: (022) 482-5203
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	14 May 2021
<u>POST 15/135</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY: MOU)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 per annum (PN-B2) Delft CHC Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics setting. Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health, PMTCT and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Community Participation. Effective communication on all levels of service delivery.
<u>ENQUIRIES APPLICATION</u>	:	Ms N Fatyela, Tel. No: (021) 954-2237
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 May 2021
<u>POST 15/136</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 per annum (PN-A5) Mitchells Plain District Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licencing receipt of 2021). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts which includes after hours' hospital cover including weekends,

public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : (key result areas/outputs): Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms A Brown, Tel No: (021) 377-4410
APPLICATION : 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 : 14 May 2021

POST 15/137 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: POST NATAL WARD)**
 Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-A5)
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Computer literate (Word, Outlook, Excel and PowerPoint). Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape. Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : (key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Ms G Mashaba, Tel. No: (021) 360-4511/ 4408
APPLICATION : 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 : 14 May 2021

- POST 15/138** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (2 POSTS)**
Central Karoo District
- SALARY** : Grade 1: R444 276 per annum (plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Central Karoo District Office (Post 1: Stationed in Laingsburg/ Prince Albert Sub-district, Post 2: Stationed in Beaufort West Sub-district)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) drivers licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : (key result areas/outputs): Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within sub districts. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the sub districts to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the sub districts with all other quality related services.
- ENQUIRIES** : Ms A Jooste, Tel. No: (023) 414-3590
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A practical test will form part of the selection process.
- CLOSING DATE** : 14 May 2021
- POST 15/139** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (2 POSTS)**
West Coast District
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
- CENTRE** : Klawer CC (1 post), Vredendal Noord CDC (1 post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willing to travel and work extended hours. Willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills and computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations.

- DUTIES** : Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
 : (key result areas/outputs): Effective management and execution of relevant curative programs i.e. treatment of patients (adults and children). Effective management and execution of the child health program (i.e. administering of immunizations, weight monitoring and developmental screening). Effective management and execution of women's health services (i.e. ante natal and post-natal care and reproductive health services). Effective management and execution of the HAST program (i.e. TB, STI, HIV/AIDS management). Effective management of human resources (SPMS management, employee wellness, labour relations, training and development). Adherence to budgetary requirements (i.e. budgeting and asset management) as well as Ideal Clinic standards.
- ENQUIRIES** : Ms AJ Meyer, Tel. No: (027) 216-1216
APPLICATION : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- FOR ATTENTION** : Ms M Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 May 2021
- POST 15/140** : **COMMUNITY LIASON OFFICER**
 Garden Route District
- SALARY** : R316 791 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy Ms Word, PowerPoint and Excel).
- DUTIES** : (key result areas/outputs): Liaise with all relevant stakeholders to ensure effective communication and collaboration between the communities and the health department to strengthen community participation in Health related issues. Overall coordination and monitoring of the on-going activities within the communities and community structures within the Garden Route District. Assist and support with the establishment and implementation of clinic committees/statuary structures. Facilitate community dialogues. Consolidate and prepare all relevant reports.
- ENQUIRIES** : Ms E Swanevelder, Tel No: (044) 803-2709
APPLICATION : 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 : 14 May 2021
- POST 15/141** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT (PEOPLE MANAGEMENT)**
 Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum 3
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Appropriate experience in People Management. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literate in MS Word and Excel.
- DUTIES** : (key result areas/outputs): Responsible for appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to People Management, i.e. salary matters, leave, housing allowances and pension matters. Handle all personnel queries and correspondence. Audit personnel related documents. Assist with recruitment and selection process.
- ENQUIRIES** : Ms. R Gravenorst, Tel. No: (021) 940 -4412

APPLICATION : 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 : 14 May 2021

POST 15/142 : **GENERAL FOREMAN (GROUNDS AND GARDENING)**

SALARY : R145 281 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in a gardening environment. Appropriate supervisory experience. Appropriate experience of Staff Performance Management System. Inherent requirements of the job: Valid Code (B/EB) driving licence (include authorisation to drive tractor; motor vehicle which is a type of mobile agricultural or industrial equipment or machinery not designed principally for the conveyance of persons or goods, of which the fare does not exceed 3500kg). Willingness to work shifts (weekends and public holidays). Ability to operate and drive various makes of tractors. Competencies (knowledge/skills): Ability to communicate effectively in two of the three official languages of the Western Cape. Sound knowledge of gardening, including landscaping and irrigation systems Be able to maintain, operate and drive various tractors as well as grease tractors and slashes. Be able to operate machinery (lawn movers, long-arm saws and weed-eaters). Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service.

DUTIES : (key result areas/outputs): Control the utilisation of personnel to ensure service delivery and maintenance of various machinery and tractors Control the physical resources and promote the optimal utilisation of machinery and implements ensure that disciplinary procedures are effectively enforced. Effectively execute all administrative functions applicable on a supervisory level and provide an effective support to Senior Administrative Officer: Support Services.

ENQUIRIES : Ms CB Johnson, Tel. No: (021) 938-5327
APPLICATION : To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg 7505.

FOR ATTENTION : Ms Z Mtshisazwe
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 May 2021

POST 15/143 : **PEST CONTROL ASSISTANT (PEST CONTROL SERVICES)**

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and Literacy. Experience: Appropriate experience in Pest Control. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts and overtime and to report for duty at 07:30 (weekends included). Ability to do physically challenging duties, handle heavy objects and work in confined spaces.

DUTIES : (key result areas/outputs): Render a support service to all departments, wards, clinics and theatres regarding pest control to ultimately ensure a pest free environment. Effective safeguarding of chemicals and materials. Ensure effective maintenance of equipment and PPE. Provide effective support to the Pest Control Supervisor with regards to Pest control and minor administrative tasks (schedules, logbooks. requisitions etc.).

ENQUIRIES : Mr F Williams, Tel. No: (021) 938 4183
APPLICATION : To the Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Ms z Mtshisazwe
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 May 2021

POST 15/144 : **HOUSEHOLD AID (2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Lentegour Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience Appropriate experience in cleaning, linen and food related services in a health related environment. Inherent requirements of the job: Ability to do physical tasks and operate household equipment. Render a shift service on weekends and public holidays. Willingness to relieve in other departments and to work overtime as and when required. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Appropriate knowledge with the use of the cleaning equipment, materials and cleaning detergents; stock and linen. Basic knowledge of cleaning and laundry procedures. Ability to read, write and converse in two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Prepare plate and serve meals and beverages to patients. Ensure the control of cleaning of household equipment, sorting, unpacking and wash/sluice of dirty/ soiled linen and patient clothing. Ensure daily counting of used linen and clean linen. Correct usage of equipment and chemicals also maintenance of general neatness and hygiene of the area. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Attend in-service training appropriate to service delivery.
<u>ENQUIRIES APPLICATION</u>	:	Ms D Lotz, Tel No: (021) 370-1340, Ms BL McKay, Tel No: (021) 370-1248
<u>FOR ATTENTION NOTE</u>	:	The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.
<u>CLOSING DATE</u>	:	Mr T Twalo No payment of any kind is required when applying for this post.
<u>POST 15/145</u>	:	14 May 2021
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>LAUNDRY AID</u> West Coast District R102 534 per annum Vredendal Hospital
<u>DUTIES</u>	:	Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work on Public Holidays. Ability to perform tasks such as lifting heavy loads and handle laundry machinery and equipment. Competencies (knowledge/skills): Good verbal, reading, numeracy and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Health and Safety prescripts.
<u>ENQUIRIES APPLICATION</u>	:	(key result areas/outputs): Provide a professional washing, drying, folding and ironing of linen and other textile services to the institution and clinics. Collect, receive and distribute laundry to and from wards and clinics as well as monitor the quality of work and keep laundry clean. Assist with the mixing of washing chemicals and ensure and maintain hygiene and safety regulation standards. Ensure effective and efficient stock control. Responsible for the emptying of soiled linen bags for sorting, counting, sealing and stacking of packed clean linen bags for dispatch.
<u>FOR ATTENTION NOTE</u>	:	Mr J Gertze, Tel. No: (027) 213-2039
<u>CLOSING DATE</u>	:	The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<u>POST 15/146</u>	:	Ms ME Tangayi No payment of any kind is required when applying for this post.
<u>SALARY CENTRE REQUIREMENTS</u>	:	14 May 2021
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>GROUNDSMAN</u> Rural Health Services R102 534 per annum Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills Experience: Appropriate experience in maintaining large grounds and gardens. Inherent requirements of the job: Be able to operate gardening equipment and machinery. Must be physical fit to lift heavy objects and be on his/her feet the entire day. Ability to work in extreme weather conditions. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of petrol-driven equipment. Knowledge of gardening irrigation systems and minor maintenance of gardening equipment and Health and Safety Regulations. Good organisational skills. Commitment.

- DUTIES** : (key result areas/outputs): Render an effective, efficient maintenance of gardening and terrain services. Clean drains, drainpipes, downpipes and manholes. Correct handling and disposal of waste and refuse. Assist with small day-to-day maintenance and repair of gardening equipment. Render a support to Supervisor. Relief according to needs of services in hospital.
- ENQUIRIES** : Ms GP Storm, Tel. No: (021) 860-2844
- APPLICATION FOR ATTENTION** : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.
- NOTE** : Mr K Cornelissen
- CLOSING DATE** : No payment of any kind is required when applying for this post.
14 May 2021

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 17 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 158/147** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: TPW 33/2021**
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (level 14). (All-inclusive salary package
Transport and Public Works, Western Cape Government
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. Competencies: Sound knowledge and Senior Management Level hands-on experience in Financial Governance, Financial Accounting, Management Accounting and Portfolio Management Services; Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial Management; Loss control, internal audit, Risk Management and internal control design and implementation; Financial Governance; Sound understanding and working knowledge of the audit process; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Interpretation and application of relevant policies and procedures; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation.
- DUTIES** : Strategic capability and leadership including Change Management will entail the following: Translating the vision of the organisation into goals; Developing and implementing strategies; Align programmes and operational support; Participating in the department's strategic planning processes; Monitoring and ensuring compliance with relevant legislation; Evaluating the performance of the chief directorate against pre-determined objectives; Initiating, supporting and championing organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Active involvement in risk management and internal control environments; Apply a thorough understanding of internal audit

and loss control; Manage change and institutionalisation of the use of technology in the areas of responsibility; Management of the human resources of the Chief Directorate to achieve the pre-determined performance indicators, service delivery imperatives; Labour relations; Participate in the development and implementation of the department's strategy and the resourcing of the strategic objectives in a sustainable manner; Active involvement in all material business decisions to ensure that the immediate and longer term implications, opportunities, risks are fully considered; develop and promote a system of good financial management so that public money is safe-guarded at all times and is used appropriately, economically, efficiently, and effectively.

ENQUIRIES : Ms JT Gooch at Tel No: (021) 483 2826
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 15/148 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TPW 34/2021**

SALARY : R1 251 183 per annum (level 14). (All-inclusive salary package)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Supply Chain Management/ Commerce/ Law focusing specifically on Commercial Law and the Law of Contracts/ Economics/ Infrastructure; A minimum of 5 years Senior Management level experience in a supply chain management and asset management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Working knowledge of the following: Infrastructure supply chain; Ability to engage and interact with and interpret the diverse needs of the line function in the areas of infrastructure procurement, traffic management and operations, expanded public works, public transport and the management and operations of immovable assets; Knowledge of the following: Asset Management; Policy development; Systems Thinking; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Project Management; Community facilitation; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Interpretation and application of relevant policies and procedures; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Establish and maintain a Supply Chain Management and Moveable Asset Management Accounting Officer's System; Develop and implement appropriate SCM policies, strategies, plans, processes and procedures including fraud, risk and compliance framework as well ensuring the review thereof; Create and maintain electronic systems, tools, services and support for the execution of the system; Strategic capability and leadership; Change Management; Efficient and effective oversight and management of all financial resources/ aspects and all performance requirements as related to the PFMA and corporate governance; Management of resources to achieve pre-determined indicators and service delivery imperatives; Sound labour relations.

ENQUIRIES : Ms JT Gooch at Tel No: (021) 483 2826
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 15/149 : **DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: TPW 35/2021**

SALARY : R1 057 326 per annum (level 13). (All-inclusive salary package)
CENTRE : Transport and Public Works, 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 middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is 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 is applicable for appointments at SMS level. Recommendation: Middle-Management experience in a Traffic Safety work environment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Road Safety Management; Road safety practices and principles; Background in working with communities and educational facilities; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Supply Chain Management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Numeracy; Literacy; Driving; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Training; Report Writing; Change Management; Strategic Management; Time Management.

DUTIES : Promote and enhance traffic safety by developing provincial strategies impacting on the development and implementation of national traffic safety strategies and policies; Facilitate road safety education, communication and awareness; Rendering of an administrative support service; Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the strategic planning process; Active involvement in the development and management of strategic and business plans; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objective and standards; Report on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation; People Management; Financial Management; Oversee Regional Traffic Management Co-ordinating Committee Structures and Road Safety programmes.

ENQUIRIES : Mr. K Reinecke at Tel No: (021) 483 5455
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 15/150 : **DIRECTOR: FLEET SERVICES REF NO: TPW 36/2021**

SALARY : R1 057 326 per annum (level 13). (All-inclusive salary package
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is 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 is applicable for appointments at SMS level. Recommendation: Middle-Management experience in a Fleet Services or related environment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad Based BEE, Women and Disability); Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Interpretation and application of relevant policies and procedures; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Strategic Capability and Leadership including Change Management will entail the following: Translate the vision for the organisation into achievable goals; Develop and implement strategies; Align programmes and operational support; Participate in the GMT strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and

champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme and Project Management; People Management; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance; Diversity Management.

ENQUIRIES
APPLICATIONS

- : Mr. K Reinecke at Tel No: (021) 483 5455
- : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>