



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 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.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 10 September 2021 at 16:00

NOTE

: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach 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/>. Failure to do this will result in the application being disqualified. Shortlisted candidates must provide proof of successful completion of the course. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 Department of Public Service and Administration (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. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applications: The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies were applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

ERRATUM: The following posts listed below were advertised on Public Service Vacancy Circular 28 of 2021 bear reference. The positions of Registrar of Deeds: Limpopo with (Ref No: 3/2/1/2021/048), Registrar of Deeds: King Williams Town with (Ref No: 3/2/1/2021/029), Deputy Registrar of Deeds: King

Williams Town with (Ref No: 3/2/1/2021/030), Deputy Registrar of Deeds: Bloemfontein with (Ref No: 3/2/1/2021/031), Deputy Registrar of Deeds: Kimberley with (Ref No: 3/2/1/2021/032), Deputy Registrar of Deeds: Pietermaritzburg with (Ref No: 3/2/1/2021/033), Director: Quality Assurance (Pretoria) with (Ref No: 3/2/1/2021/034) closing date has been extended to 03 September 2021 at 16:00. The Department apologizes for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 30/01</u>	:	<u>DIRECTOR: PLANT HEALTH REF NO: 3/2/1/2021/073</u> Directorate: Plant Health
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF Level 7) in or equivalent qualification in Agricultural Science. 5 years of experience at a middle managerial level. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that governs the Public Service including the Public Financial Management Act, Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of relevant legislation and policies, including, for example, the Agricultural Product Standards Act, Agricultural Pests Act, Perishable Products Export Control Act, Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act. Awareness of National Regulations and International Standards with regard to phytosanitary matters, In depth knowledge of the scientific principles of pest risk analysis and risk management. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job related skills: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Promote policy and legislation associated with phytosanitary services. Develop policies and legislation for managing phytosanitary risks associated with trade in plants, plant products and other relevant regulated articles. Develop norms and standards for managing phytosanitary risks in accordance with international obligations and national requirements. Manage the review of exiting policies, legislation and norms and standards as and when required to ensure that they are still in line with national strategic objectives. Ensure that all relevant stakeholders are consulted with regards to the development and or review of policies and legislation. Ensure that audits are conducted in order to assess the effective implementation of policies, legislation, and norms and standards. Provide regulatory interpretation and technical advice. Ensure compliance and alignment with international sanitary and phytosanitary obligations. Manage the participation in international standard setting bodies and forums. Provides strategic inputs on bilateral and multilateral agreements for plant health and ensure the establishment of these where appropriate. Ensure the provision of officially notified information in terms of South Africa's responsibility as a contracting party to the international Plant Protection Convention (IPPC). Contribute to the relevant notifications to the World Trade Organisation (in collaboration with relevant Directorate). Manage and monitor the Pest Risk Analysis for plants, plant product and other regulated articles. Manage the process of pest risk analyses for imports in accordance with relevant international standards and most recent and applicable scientific information. Manage the process of development of technically justified import regulations. Manage the provision of technical information in commodity specific Pest Information Package (PIP). Develop, implement and maintain import and export protocols to address client needs. Ensure the management of the plant health aspects of bilateral import and export work programmes.

Manage the process of maintaining national quarantine pest list. Maintain an auditing system for the issuance of import permits. Improve and maintain phytosanitary risk management systems and forums to facilitate market access. Manage the domestic surveillance of key plant pest and diseases at a national level. Develop and maintain an early warning system for quarantine pests. Facilitates clients' compliance with official requirements and phytosanitary measures for the import and or export of specified plants and plants products. Ensure that phytosanitary measures that support agricultural marketing and trade in compliance with international plant health obligations and responsibilities are put in place. Provide inputs into the development and monitor content for plant health awareness and promotion programmes. Communicate with relevant role players, identify, and initiate required forums. Manage inspection of phytosanitary matters and quality control in collaboration with the Food Safety, Inspection Services Directorate, and the Perishable Products Export Control Board (PPECB). Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate, and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

- : Mr JB Jeftha Tel No: (012) 319 6024
- : Please ensure that you email your application to: post073@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/02

- : **DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: 3/2/1/2021/074**
Directorate: Infrastructure Support

SALARY

- : R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE
REQUIREMENTS**

- : Pretoria
- : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Agricultural Engineering or relevant Degree (NQF Level 7). Registered as a Professional Engineer with Engineering Council of South Africa's (ECSA). Minimum of 5 years' experience at middle management position. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of sector production and inter-related sphere of engineering infrastructure with production. Understanding and knowledge of project management principles, processes and systems. Understanding of Government priorities and imperatives. Knowledge and understanding of the White Paper on the transformation of the Public Services (Batho Pele). Job related skills: Financial management. Strategic capabilities and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willingness to work extended hours and travelling.

DUTIES

- : Professional advisory services in respect of engineering projects. Coordinate and manage the development of technical capacity required for projects. Manage the execution of all technical functions according to design plans. Ensure the sign off of all project engineering designs. Provide all aspects of technical advice. Assist with the implementation, control inspections and sign off project certificates. Monitoring and evaluate projects fostering improved client relations. Monitoring projects as an independent third party. Ensure that all existing norms and standards are adhered to. Report on project standards and compliance. Monitor activities across the province. Prioritise and develop standards for clients in a non-prescriptive manner. Identify and implement

infrastructure needs. Seek economically viable infrastructure initiatives. Propose models of ownership and use of infrastructure initiatives. Work with the community to develop viable infrastructure models. Ensure food security via the development of infrastructure needs. Ensure proactive use of resources applied to infrastructure development. Ensure food security through broader planned initiatives and commercial planning. Ensure plans are in line with national directives as determined by the Planning Commission. Obtain expert advice to boost food production by procuring the services of crop and animal specialists. Translate and apply commercial farming techniques to subsistence farming. Provide animal production practices to other Branches. Provide infrastructure input in terms of rainwater harvesting. Provide infrastructure inputs for veterinary services to allow for disease control. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

: Mr B Msomi Tel No: (012) 319 6521
: Please ensure that you email your application to: post074@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/03

: **DIRECTOR: SMALL-HOLDER FARMERS PRODUCTION REF NO: 3/2/1/2021/075)**
Directorate: Small-Holder Farmers Production

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE
REQUIREMENTS**

: Pretoria
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Agriculture or equivalent qualification in Agriculture (NQF Level 7). Minimum of 5 years' experience at middle management position. Job related knowledge: Knowledge and understanding of all relevant legislations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act and Labour Relations Act, etc. Understanding of the South African government imperatives, priorities and sector requirements (especially with regards to capacity development, agrarian reform and food security matters). Understanding of social development issues. Understanding health and nutrition matters. Understanding rural and small farmers issues and requirements. Knowledge and understanding of the white paper on the transformation of Public Service (Batho Pele). Job related skills: Financial management. Strategic capability and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willing to work extended hours and travel.

DUTIES

: Coordinate support to smallholder producers. Establish norms and standards, procedures and guidelines for smallholder support programmes - under the auspices of the National Comprehensive Producer Support Policy. Coordinate smallholder support through the nine provinces. Monitor smallholder development support. Design and coordinate interventions per analysed smallholder development. Coordinate support to smallholder producers. Coordinate the identification of factors compromising productivity of smallholder production in relation to hectares under production. Report on hectares under production by smallholder producers. Coordinate the implementation of smallholder commercialisation. Develop programmes and strategies to facilitate and enable the entry of smallholder producers into commercial activities. Design and coordinate interventions per analysed commercialisation model. Coordinate access of smallholder producers in

respect of access to funding / loans and grants for production activities. Provide support to the National Food Security Plan (NFSP) and the National Food and Nutrition Security. Provide support for the compilation of the National Food and Nutrition Security Coordinating Committee. The compilation will include support to smallholder producers. Hectares put under production by smallholder producers. Report on a smallholder producer. Coordination undergoing commercialisation. Participate in the National Food and Nutrition Plan. Coordination of Strategic Objective 2. Compilation of reports of the NFSP technical aspects of projects and programmes. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure management and development of Human Resource.

<u>ENQUIRIES</u>	:	Mr B Msomi Tel No: (012) 319 6521
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post075@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/04</u>	:	<u>DIRECTOR: NATIONAL RURAL YOUTH SERVICE CORP (NARYSEC)</u> <u>COLLEGE REF NO: 3/2/1/2021/076</u> Directorate: National Rural Youth Service Corp (NARYSEC) College
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree or Advanced Diploma in Education and Training or Education Management or relevant Degree (NQF Level 7). Minimum of 5 years' experience at middle management position. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of the Government's vision, priorities and priority outcomes in terms of skills development. Knowledge of other relevant legislations (e.g. the Adult Based Education and Training Act, Skills Development Act, South African Qualifications Authority Act, and Further Education and Training Qualification Act, Knowledge of SETA's and their functions, SAQA processes and curriculum development skills. Knowledge and understanding of the management of training programmes. Knowledge and understanding of the white paper on the transformation of Public Service (Batho Pele). Job related skills: Financial management. Strategic capability and leadership. Programme and project management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willingness to work extended hours and travelling.
<u>DUTIES</u>	:	Facilitate skills development at the college. Facilitate and foster the development of programs within the College to best meet the needs and interests of the students. Implement and select the curriculum materials. Align the curriculum with the NARYSEC skills development strategy. Implement the standard operating procedure. Provide oversight in the establishment and review of programme delivery structures. Contribute in the development of NARSEC policy and ensure that it is implemented accordingly. Manage the implementation recruitment plan for NARYSEC aligned to priorities (recruitment plans are implemented at provincial levels). Provide facilities management and ancillary services. Ensure and manage the provision of effective property management services. Ensure the provision of effective maintenance services. Procure all maintenance related equipment and cleaning accessories. Ensure the safeguarding of all maintenance equipment.

		Provide information technology support services. Ensure provisioning of Information Communication Technology (ICT) support services in the college. Ensure the maintenance and availability of functional ICT infrastructure. Provide record management services in the College and provide regular reports. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for the allocated Budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor evaluate and report on performance of the Directorate. Manage client relations. Ensure Management and development of Human Resource.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Msomi Tel No: (012) 319 6521
	:	Please ensure that you email your application to: post076@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/05</u>	:	<u>DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2021/077</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Quality Management / Public Administration/ Financial Management or Internal auditing (NQF Level 7). Five (5) years' experience at supervisory / middle management level in Quality Management environment. Job related knowledge: Knowledge Restitution process. Knowledge of Total Quality Management. Knowledge of financial management processes and procedures. Knowledge of Supply Chain Management processes and procedures. Job related skills: Proven managerial and project management skills. Good planning, organising and problem-solving skills. Good communication (verbal and written) skills. Computer skills. A valid driver's licence.
<u>DUTIES</u>	:	Ensure quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementing standards as well as reviewing files. Verify completeness of information on 42D and 42E submissions. Manage preparations for the tabling of submissions to the Quality Control Committee or any other approval structure. Coordinate support and training to Regional Offices on Quality Assurance. Develop, implement and manage a monitoring and accountable system for land purchase offers. Manage the flow of offers from provinces to Regional Land Claims Commissioner (RLCC) for his approvals. Ensuring that he offers are compliant with the policies and the calculations are correct. Monitoring the implementation of the approved offers by Provinces. Assist Regional Claims Commissioner with negotiations on both settlement of claims and land price negotiations. Develop and implement conflict management strategy to assist in settlement of land claims. Manage engagements and negotiations with Office of the Valuer-General (OVG) where offers are being rejected. Ensure effective and efficient risk management and implementation of internal legal, policy and financial control on submissions. Contribute to the compilation of Risk and Fraud Registers. Check compliance to policy and financial prescripts. Coordinate the formulation of creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery. Develop a monitoring and accountable system for valuation requests, valuation reports received from OVG, land purchase and financial compensation offers. Facilitate the development of a system for queries on land claims settlement submissions. Advise and assist the office on all issues of compliance regarding policy and legislation. Report irregularities within the policy prescripts. Advise on issues of policy compliance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LH Maphutha Tel No: (012) 312 9896
	:	Please ensure that you email your application to: post077@dalrrd.gov.za before the closing date as no late applications will be considered. Applications

and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<u>POST 30/06</u>	:	<u>DIRECTOR: DIVERSITY MANAGEMENT AND TRANSFORMATION STRATEGIES REF NO: 3/2/1/2021/078</u> Directorate: Diversity Management and Transformation Strategies
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Social Science (NQF Level 7). 5 years' experience at middle / senior management level. Job related knowledge: Public Service Regulations. Treasury Regulations. Project management. Transformation prescripts. Intergovernmental relations. Job related skills: Facilitation skills. Presentation skills, Analytical skills. Problem solving skills. Computer literacy skills. Communications skills. Conflict resolution skills. Advocacy skills. Report writing skills. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate alignment of corporate policies and programmes to support implementation of transformation imperatives. Monitor governance institutional mechanisms (Strategies and implementation plans, policies and legislation, structures, systems and procedures and strategic plans). Monitor and develop governance institutional mechanisms transformation. Ensure that research on the availability statistical information regarding issues of transformation. Coordinate and facilitate establishment of mainstreaming structures. Oversee the analysis of current strategic documents. Review strategies and finalise the implementation action plan for persons with Disabilities. Reading through reports produced by service provider and make inputs. Conduct desk top research of other best practices. Participate in consultative meeting and workshops. Manage and monitor human resource transformation and diversity strategies and plans. Monitor the implementation of employment equity plans achievement of targets. Facilitate alignment of corporate policies and programmes to support implementation of transformation imperatives. Monitor Broad-based Black Economic Empowerment (BBBEE) initiatives within the Department. Facilitate equity capacity building initiatives. Conduct Human Resource audits. Facilitate the implementation of diversity management programmes. Oversee and monitor the compilation and submission of inputs in the country's International Reports. Oversee the process of tracking the International Commitments. Attend and monitor relevant machinery and structures. Monitor desk-top Research which informs development trends. Ensure Compilation of reports on recommendations to the Chief Director. Monitor the implementation of employment equity plans and achievement of targets. Facilitate employment equity capacity building initiatives. Ensure training of managers and implementors on implementation of the 8-Point Plan and departmental gender mainstreaming guidelines. Raise awareness for implementation of legal and policy framework for women, children persons with disability and older persons. Coordinate and facilitate capacity development and training for women, persons with disabilities and older persons. Ensure coordination and facilitation of capacity building and training for women, children, persons with disabilities and older persons. Oversee appointment of service providers. Situational analysis and project analysis. Identity and analyse roles and responsibilities of critical stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Kgang Tel: (012) 319 7333
	:	Please ensure that you email your application to: post078@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

<u>POST 30/07</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2021/079</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advanced Diploma in Human Resource Management / Public Management / Public Administration (NQF Level 7). 5 years' experience at middle / senior management level. Job related knowledge: Knowledge of Public Service Regulations. Knowledge of Public Service Human Resource Frameworks, Directives and Policies. Knowledge of Financial planning. Job related skills: Communication skills (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing. People management skills. Monitoring and evaluation skills. Negotiation and conflict resolution skills, Customer focus skills. Computer literacy. A valid driver's licence. Working irregular hours.
<u>DUTIES</u>	:	Oversee recruitment and selection services. Facilitate recruitment, selection and placement (e.g. transfers) of employees (including SMS). Facilitate media selection, advertisement design and placement and response handling. Oversee personnel suitability checks. Monitor competency assessments. Advise on recruitment and selection matters. Manage human resource compensation management services. Oversee the processing of Salary Adjustments (e.g. cost-of-living adjustment (COLA), Job Evaluation Results, Awards). Oversee appointments captured on PERSAL. Manage the process of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Oversee the administration of acting allowances. Manage human resource service benefits and conditions of service. Oversee administration of leave. Oversee administration of termination of service (Retirements, Resignations, Deceased, Service Certificates, Pension enquiries, Exit interviews). Oversee administration of Allowances (Housing, Overtime, Relocation, Long Service Awards Camping, Shift Work, etc). Oversee the management of human resource personnel records. Ensure compliance to records practices. Ensure the archiving and disposal of documents. Ensure that auditing of the records management system. Ensure the maintenance of Personnel Records (HR Registry).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Kgang Tel No: (012) 319 7333 Please ensure that you email your application to: post079@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/08</u>	:	<u>DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES REF NO: 3/2/1/2021/081</u> Directorate: Cadastral Advisory and Research Services
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Law (NQF Level 7). 5 years experience at a middle / senior managerial level in Land Development / Administration environment. Job related knowledge: Cadastral system knowledge. Land law. Cadastral Spatial Information knowledge. Performance management and monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscapes of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource

DUTIES

: planning. Problem solving and decision-making. Time management. Business. Communication. The ability to work efficiently and effectively at all times.
: Manage the provision of legal advice and opinions to the National Geomatics Management Services (NGMS) management on all matters pertaining to cadastral surveys and projects undertaken by the Branch. Consider the query and conduct research. Manage the preparation and settlement of and advice. Render professional advice to the Chief Surveyor-General, Surveyor-General, Chief Directors, Directors on all legal matters. Facilitate obtaining legal advice internally or externally where necessary. Receive and peruse court processes. Instruct legal services to instruct the office of the State Attorney. Manage the drafting, editing, implementation and administration of all new legislations including regulations. Collate information in accordance with the prescribed legislative procedure. Provide information and advice regarding the provisions of the legislation. Provide professional advice on the implementation of the legislation. Manage the publication of government notices for the purpose of implementation. Investigate concerns, proposals for amendment and streamlining of regulations. Manage amendment and repeal, including administration and application of the existing legislations pertaining to surveys. Assist the Chief Surveyor-General with administration and control of the Survey Regulations Board (SRB). Render professional advice to the Board. Manage negotiations and drafting of service level agreements and any other agreement as may be required from time to time. Manage the vesting and drafting of Branch to Branch service level agreements. Manage the vetting and preparation of Pupil Survey Officers' contracts. Advise the Branch on certain provisions of the Pupil Geomatics Officers (PGO) contract. Ensuring adherence with the provisions of the contracts which the Branch has entered into. Conduct legal research in relation to cadastral issues and procedures. Conduct research to establish whether the Branch has the locus standi and make recommendations. Research and investigate ways of dealing with the court process at hand. Research and provide information to units with NGMS. Provide legal advice for the purpose of responding to queries and correspondence to external clients and stakeholders. Assist the Chief Surveyor-General to make recommendations to the Minister. Prepare memos for approval by the Minister. Liaise and consult with legal practitioners and all relevant stakeholders. Provide legal advice and attend to queries from various stakeholders. Prepare Chief Surveyor-General circulars.

ENQUIRIES APPLICATIONS

: Mr SB Mdubeki Tel No: (012) 326 8050
: Please ensure that you email your application to: post081@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 30/09

: **DIRECTOR: LAND USE COMPLIANCE REF NO: 3/2/1/2021/082**
Directorate: Land Use Compliance

SALARY

: R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE REQUIREMENTS

: Pretoria
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Project management. Strategic planning and management. Team management. Interpersonal skills. Financial management. Advanced computer skills. Planning and organising skills. Problem solving and decision-making skills. Time management skills. Communication skills. Human resource management. Conflict management skills. A valid driver's licence.

<u>DUTIES</u>	:	Monitor the compliance of land use decisions within the statutory framework. Monitor compliance of municipalities and sector departments with regard to SPLUMA. Develop tools and system to monitor compliance of land use decisions. Develop reports on compliance of land use decision. Provide recommendations to the Minister on Spatial Planning and Land Use Management (SPLUM) matters. Develop interventions to promote compliance Spatial Planning and Land Use Act. Oversee planning intervention to ensure compliance. Research on matters on SPLUM that affect the sector. Develop and monitor systems to ensure compliance to the SPLUMA. Manage the development of system to ensure compliance to the SPLUMA. Monitor compliance of Provinces to the SPLUMA. Monitor compliance of Municipalities to the SPLUMA. Monitor the spatial growth patterns at macro and strategic levels in the Republic of South Africa. Develop tools and systems to monitor the spatial growth patterns in the Republic of South Africa. Develop interventions to direct Spatial Transformation. Develop reports on the Spatial Growth patterns in the Republic of South Africa. Oversee planning interventions to ensure compliance. Develop tools and systems to implement planning interventions. Monitor the implementation of planning interventions. Develop reports on planning interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Rajesh Makan Tel No: (012) 312 9548
	:	Please ensure that you email your application to: post082@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/10</u>	:	<u>DIRECTOR: PLANNING POLICY AND STANDARDS DEVELOPMENT REF NO: 3/2/1/2021/083</u> Directorate: Planning Policy and Standards Development
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Computer literacy. Good written and verbal communication skills. Negotiation skills. Financial management. Project management. Team management. Interpersonal skills.
<u>DUTIES</u>	:	Develop National Planning and Land Use Management policies, guidelines, norms and standards. Identify and finalise the development of norms and standards in line with Sec of the SPLUMA. Develop policies and guidelines to facilitate the effective implementation of the SPLUM. Develop, manage and maintain the policy and standards component of the National Spatial Development Framework. Identify and finalise policy and standards on the National Spatial Development Framework. Integrate / Manage parallel systems and alignment of sectoral policy and instruments for SPLUM. Develop tools to facilitate the alignment of Authorisations. Manage the monitoring and evaluation of provincial and municipal planning policy. Develop tools and systems to monitor the implementation of SPLUMA. Develop tools and systems to ensure compliance to the SPLUMA. Develop tools and systems to provide for the enforcement of the SPLUMA. Manage the identification of areas for legislative intervention. Develop legislation for the implementation of the SPLUM. Identify areas for amendments where necessary. Monitor and evaluate relevant aspects of SPLUMA implementation, including overall responsibility for maintenance of legislation. Develop tools to support the development of provincial and municipal planning policy. Develop tools and

		systems to monitor the development and implementation of provincial and municipal policy on SPLUM.
<u>ENQUIRIES</u>	:	Mr Rajesh Makan Tel No: (012) 312 9548
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post083@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/11</u>	:	<u>DIRECTOR: PLANNING INSTITUTIONS SUPPORT SERVICES REF NO: 3/2/1/2021/084</u> Directorate: Planning Institutions Support Services
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners (SACPLAN). 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Knowledge of the Planning Profession Act. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Computer literacy. Good written and verbal communication skills. Negotiation skills. Financial management. Project management. Team management. Interpersonal skills.
<u>DUTIES</u>	:	Monitor compliance with legislative duties by land use regulators and other planning institutions. Develop tools and systems to monitor compliance by land use regulators and other planning institutions. Identify interventions to monitor compliance by land use regulators and other planning institutions. Develop reports on compliance by land use regulators and other planning institutions. Provide technical and financial support to statutory bodies (SACPLAN). Provide oversight of technical support to statutory bodies (SACPLAN). Provide oversight of financial support to statutory bodies (SACPLAN). Develop report on technical and financial support to statutory bodies (SACPLAN). Maintain best practices and administrative efficiency of land use management institutions. Develop best practice manuals. Develop tools to monitor implementation of best practice and administrative efficiency of land use management institutions. Develop reports on the implementation of best practice and administrative efficiency of land use management institutions. Regulate the planning profession including planning institution and provide training. Develop training manuals. Support the implementation of the Planning Profession Act. Develop reports on Training.
<u>ENQUIRIES</u>	:	Mr Rajesh Makan Tel No: (012) 312 9548
<u>APPLICATIONS</u>	:	Please ensure that you email your application to: post084@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.
<u>POST 30/12</u>	:	<u>DIRECTOR: SPATIAL DEVELOPMENT FRAMEWORK REF NO: 3/2/1/2021/085</u> Directorate: Spatial Development Framework
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Spatial Planning (NQF Level 7). Registered at the South African Council for Town and Regional Planners. 5 years' experience at middle / senior management level in Spatial Planning and Land Use Management (SPLUM) environment. Job related knowledge: Knowledge of Spatial Planning and Land Use Management Act (SPLUMA) and related legislation. Application of development concepts and initiatives. Understanding of SPLUM policy environment. Knowledge of intergovernmental legislation. Knowledge for government plans and programmes. Geographic Information System (GIS). Policy development. Job related skills: Project management. Strategic planning and management. Team management. Interpersonal skills. Financial management. Advanced computer skills. Planning and organising skills. Problem solving and decision-making skills. Time Management skills. Communication skills. Human resource management. Conflict Management skills. A valid driver's licence.

DUTIES

: Develop and manage the implementation of National Spatial Development Framework (NSDF). Manage the development of the NSDF. Develop tools and systems to manage the implementation of the NSDF. Support the development of provincial Spatial Development Frameworks, District Spatial Development Frameworks, local Municipality Spatial Development Frameworks and precinct plans. Develop tools to support the development of provincial Spatial Development Frameworks (SDFs). Develop tools to support the development of municipal SDFs. Provide mechanisms for the evaluation and implementation of SDFs. Develop tools to assess the different levels of SDFs. Develop tools to assess the implementation of different levels of SDFs. Develop and manage the implementation of Regional Spatial Development frameworks (RSDFs). Facilitate the development of RSDFs in line with the SPLUMA. Develop tools to assess the implementation of RSDFs.

ENQUIRIES

: Mr Rajesh Makan Tel No: (012) 312 9548

APPLICATIONS

: Please ensure that you email your application to: post085@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

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.

<u>CLOSING DATE</u>	:	13 September 2021
<u>NOTE</u>	:	<p>NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV with at least 3 contactable referees as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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. 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 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)</p>

OTHER POSTS

<u>POST 30/13</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/340</u>
<u>SALARY CENTRE</u>	:	R869 007 per annum, (All inclusive)
	:	Labour Centre: Beaufort West

<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/14</u>	:	<u>DEPUTY DIRECTOR: ICT TELECOMMUNICATIONS REF NO: HR 4/21/08/11HO</u>
<u>SALARY</u>	:	R733 257 per annum, (All inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information and Communication Technology/ Computer Science/ Information Science Plus Cobit/ ITIL fundamentals. Five (5) years functional experience in the ICT/IT environment. Valid Driver's License. Knowledge: Public Financial Management Act, Technical standards/ procedures, Departmental Policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles. Skills: Communications, Analytical thinking, Process improvement, Strategic management, Leadership, Innovative, Transmission and propagation, Understand Modulation schemes, Data representation and protocols.
<u>DUTIES</u>	:	Establish processes and procedures on strategy and technical policy matters. Manage and support telecommunication environment. Manage the national integrated voice network (VOIP) for both land line and cell-phones. Design implement and shared data, Access Point Network (APN) and Mobile Networks. Manage staff and all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr F Chabalala Tel No: (012) 309 4967
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ7@labour.gov.za
<u>POST 30/15</u>	:	<u>ASSISTANT DIRECTOR: ES BOARD AND PRIVATE EMPLOYMENT AGENCIES REF NO: HR 4/21/08/12HO</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Public/ Business Administration/ Public/ Business Management. Two (2) years supervisory experience. Two (2) years functional experience in public employment services/ operations. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act. Skills: Planning and organizing, Computer literacy, Analytical, Presentation, Interpersonal, Facilitation, Motivation, Networking, Negotiation.
<u>DUTIES</u>	:	Coordinate the establishment of the Employment Service Board (ESB). Provide administrative support to the Employment Service Board. Render support services in the reviewing of ES Act/ Regulations. Coordinate capacity development of Employment Service Board members. Provide support in the implementation of Training Layoff Scheme (TLS).
<u>ENQUIRIES</u>	:	Mr P Mdlalo Tel No: (012) 309 4754

<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ5@labour.gov.za
<u>POST 30/16</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/341</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Mechanical Engineering. Four (4) functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interview Skills, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislations. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Medical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of legal proceedings.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/17</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/08/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification in Public Administration/ Business Administration or equivalent, Certificate in Project Management methodologies will be added advantage. Four years functional experience relevant experience in project management environment or equivalent. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Implement training/ skills programmes in conjunction with relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
<u>ENQUIRIES</u>	:	Ms SV Khoza Tel No: (011) 853 0453
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
<u>POST 30/18</u>	:	<u>ASSISTANT DIRECTOR: COID-STATUTORY SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Provincial Office: Free State- Ref No: HR 4/4/8/460 (X1 Post) Provincial Office: Gauteng- Reference No: HR4/4/4/05/01(X1 Post) - (Re-advertisement: those who applied before are encouraged to apply again)

<u>REQUIREMENTS</u>	:	BPROC/LLB/ Three (3) year undergraduate Degree in Economics / Labour Economics/ Research/ Labour Relations/Labour Law/ International Relations (NQF 7) and a post graduate qualification Honours Degree/ Master or Doctoral Degree in Labour Relations/ Labour Law/Economics/Labour Economics/ International Relations. Eight (8) to ten (10) years experience at a Senior Management Level (Five (5) years must be as a member of the SMS in the Public Sector). A valid driver's licence. Knowledge: The South African labour market, Public Financial Management Act, Public Service Regulations and relevant prescripts, Public Service Act, Public Service transformation and management issues, White Paper on transformation of Public Services, Ability to convert policy into action, Departmental Policies and procedures, Corporate governance, Minimum Information Security Standards, Batho Pele Principles, International Politics and relations, South African Foreign Policy, International Labour Organisations, Access Recognition and Licencing Committee, South African Development Community, African Union. Skills: Financial management, Leadership, Strategic Management, Decision Making, Verbal and written communication, Interpersonal relations, Computer literacy, Project management, Research Capabilities, Conflict Management, Problem solving, Strong Leadership, Diplomatic and tactful.
<u>DUTIES</u>	:	Develop strategy to promote Equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and the Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound of Labour Relations in various industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the Impact on Legislations.
<u>ENQUIRIES</u>	:	Mr M Luxande Tel No: (051) 505 6331(Free State) Adv M Msiza Tel: (012) 309 4027 (Gauteng)
<u>APPLICATIONS</u>	:	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. E-mail Jobs-FS4@Labour.gov.za Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
<u>POST 30/19</u>	:	<u>TEAM LEADER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum
	:	Bloemfontein Labour Centre- Ref No: HR 4/4/8/462 (X1 Post)
	:	Kroonstad Labour Centre- Ref No: HR 4/4/8/463 (X1 Post)
	:	Labour Centre: Beaufort West- Ref No: HR4/4/10/352 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections.

		Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES</u>	:	Mr M Ndlela Tel No: (051) 505 6200 Mr S Malope Tel No: (056) 215 1812 Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	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. E-mail Jobs-FS5@Labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/20</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum Labour Centre: Worcester-Ceres Ref No: HR HR 4/4/10/345 Labour Centre: Somerset West Ref No: HR 4/4/10/346
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Business Administration/ Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints, Manage the resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: 082 901 3232 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/21</u>	:	<u>SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR 4/4/4/08/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum Labour Centre: Germiston Three years tertiary qualification or equivalent. Two (2) years functional experience. Knowledge: Unemployment Insurance Contributions Act, Unemployment Insurance Act, Public Finance Management Act, Treasury Regulations, Operations system, Batho Pele Principles. Skills: Communication, Computer literacy, Listening, Interpersonal, Presentation.
<u>DUTIES</u>	:	Verify claims on Operation System. Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M G Sekhukhune Tel No: (011) 853 0300 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

<u>POST 30/22</u>	:	<u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/351</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human
<u>POST 30/23</u>	:	<u>INSPECTOR REF NO: HR4/4/10/361</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and UCA. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level of planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/24</u>	:	<u>CLIENT SERVICE OFFICERS: MOBILE LABOUR CENTRE REF NO: HR 4/4/8/472</u>
<u>SALARY</u>	:	R257 508 per annum

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Labour Centre
	:	Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognized Certificate (NQF5) in Office Administration/ Public Management/ Administration/ Secretariat. Drivers licence Code C10 PDP. Knowledge: All Labour Legislation and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving, Driving.
<u>DUTIES</u>	:	Render services at visiting points as the first point of entry within the Registration Services. Render all Labour Legislations services received from Clients. Render all Unemployment Insurance Benefits Applications and Employer declarations received from visiting points. Render COIDA Services and Employer registration forms for COIDA received from visiting points. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ndlela Tel No: (051) 411 6402
	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Bloemfontein. E-mail Jobs- FS4@Labour.gov.za
<u>POST 30/25</u>	:	<u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/21/08/10HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF6 and Undergraduate Degree (NQF7) in Office Management/ Information Communication Technology/ Public/ Business Administration / Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate/ Directorate including dairy management for the DG/ DDG/ COO/ Chief Director/ Director. Render a Secretariat Service for the Office of the DG/ DDG/ COO/ Chief Director/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Directorate. Provide Management Information and records management services in the Chief Directorate/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Edward Nowosiad Tel No: (079) 693 7665
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ6@labour.gov.za
<u>POST 30/26</u>	:	<u>CLAIMS ASSESSOR (ADMINISTATIVE OFFICER) REF NO: HR 4/4/10/350</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Labour Centre: George (Western Cape)
	:	Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge of DoL and Compensation Fund objectives and business functions, Management functions and Management skills, Compensation policies, procedures and processes, Human anatomy/ Biology and medical terminology, stakeholders and Customers, Customer service(Batho Pele Principles, Required IT knowledge, IT operating systems, Risk awareness, COID Act, Regulations and policies, COID tariffs, COID Act, Regulations and Policies, constitution Act, DPSA guidelines on COID, Mutual association conditions

		and provisional settlements, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, general knowledge of Public service regulations. Skills: Required Technical Proficiency, numeracy, Business Writing, Required IT, Fund IT Operating systems, Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	To administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for medical / accounts payment. Serve as a team leader or supervisor.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Email: Jobs-WC@labour.gov.za
<u>POST 30/27</u>	:	<u>ASSET MANAGEMENT OFFICER REF NO: HR4/4/10/357</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Asset Management / Supply Chain Management / Public Management / Administration. One (1) year functional experience in Asset Management. Knowledge: Asset Management, Risk Management, Relevant Labour Policies, procedures and processes, Customer Services (Batho Pele), Stakeholders and customer, Knowledge and understanding of Supply Chain Management Procedures, National Treasury Regulations. Skills: Verbal and written communication, Facilitation, Computer Literacy, Presentation, Data and record Management, Decision making, Problem solving.
<u>DUTIES</u>	:	Verify assets and record them in the Province asset register. Record all assets in the Department Asset register. Execute the disposal of assets in line with the departmental policies and procedures. Responsible for making recommendations to acquisition management for the procurement of assets for DOL. Monitor and ensure that all ITC equipment are operational. Monitor the operational performance and maintenance of assets in DOL (Daily).
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/28</u>	:	<u>INSPECTOR REF NO: HR4/4/10/353</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Labour Centre: Bellville (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid drivers licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and Organizing Conflict Management, Interpersonal Relations, Organizing Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA), Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/29</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 - R297 825 per annum, (OSD) Grade 2: R315 962 - R362 865 per annum, (OSD) Grade 3: R383 226 - R485 475 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: George (Western Cape-Ref No: HR 4/4/10/342 (X1 Post) Labour Centre: Bellville (Western Cape) Ref No: HR 4/4/10/343 (X1 Post)
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: 082 901 3232 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/30</u>	:	<u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/10/344</u>
<u>SALARY</u>	:	Grade 1: R256 905 - R297 825 per annum, (OSD) Grade 2: R315 962 - R362 865 per annum, (OSD) Grade 3: R383 226 - R485 475 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Four (4) years degree/Three (3) years diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an Advantage. Valid drivers licence is required. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with the South African Nursing Council Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs.

	Facilitate early return to work and community re-integration programmes Maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES</u>	: Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/31</u>	: <u>CLAIMS PROCESSOR (X5 POSTS)</u>
<u>SALARY</u>	: R208 584 per annum
<u>CENTRE</u>	: Labour Centre: Cape Town Ref No: HR 4/4/10/347 (X3 Posts) Labour Centre: Bellville- Goodwood Ref No: HR 4/4/10/348 (X1 Post) Labour Centre: George Ref No: HR 4/4/10/349 (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and Business processes, Relevant Fund policies, procedure and processes, Human Anatomy/ Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, Technical knowledge, COIDA Act, Regulations and Policies, DPSA guidelines on COID, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills.
<u>DUTIES</u>	: Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	: Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	: Sub-directorate: Human Email: Jobs-WC@labour.gov.za
<u>POST 30/32</u>	: <u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X5 POSTS)</u>
<u>SALARY</u>	: R208 584 per annum
<u>CENTRE</u>	: Ladysmith Labour Centre Ref No: HR4/4/5/85 (X1 Post) Verulam Labour Centre Ref No: HR4/4/5/87 (X1 Post) Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/364 (X1 Post) Labour Centre: Beaufort West (Western Cape) Ref No: HR4/4/10/354 (X1 Post) Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/355 (X1 Post)
<u>REQUIREMENTS</u>	: Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	: Mr C Dlamini Tel N: (036) 638 1900 (Ladysmith) Mr B Zondi Tel No: (032) 541 5600 (Verulam) Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	: Deputy Director: Ladysmith Labour Centre , P/Bag X 9926, Ladysmith 3370 or hand deliver at 35 Keate Street Ladysmith. For Attention: Sub-directorate:

Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 or hand deliver at 13 Wick Street, Verulam 4340 For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za

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

<u>POST 30/33</u>	:	<u>UIF CLIENT SERVICE OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R208 584 per annum
	:	Richards Bay Labour Centre Ref No: HR4/4/5/78 (X1 Post)
	:	Labour Centre: Germiston Ref No: HR 4/4/4/08/12 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 / Matric Certificate. Knowledge: Unemployment Insurance Acts and Regulations, Unemployment Insurance Contribution Act, Public Finance Management Act, Basic Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer literacy, Time Management, Customer Relations, Analytical. Interpersonal and Telephone etiquette.
<u>DUTIES</u>	:	Provide Screening Services. Provide capturing services for applications of UIF benefits. Register payment continuation forms. Provide administrative function.
<u>ENQUIRIES</u>	:	Mr T Nkosi Tel No: (035) 7601614 Ms M G Sekhukhune Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Deputy Director: Richards Bay Labour Centre, Private Bag X 20033, EMPANGENI, 3880 or hand deliver at 11 Lira Rink Road, Richards Bay For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
<u>POST 30/34</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R208 584 per annum
	:	KZN Richmond (IXOPO Satellite Office) Ref No: HR4/4/5/84 (X1 Post)
	:	Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/356 (X1 Post)
	:	Labour Centre: Vredenburg (Western Cape) Ref No: HR4/4/10/363 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12, plus zero experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Act, Departmental Policies, Procedures & Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms BB Ndlovu, Tel No: (033) 212 2768 Mr. Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

<u>POST 30/35</u>	:	<u>UI CLAIMS OFFICER REF NO: HR4/4/10/362</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	A Grade 12 Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication Verbal and written, listening, Customer Relations, Computer literacy, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 082 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za
<u>POST 30/36</u>	:	<u>MSS ADMIN CLERK REF NO: HR4/4/5/82</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Phuthaditjhaba Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management service to the Labour Centre. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Mr A Kutuka Tel No: (058) 713 0373
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Bloemfontein. E-mail Jobs-FS3@Labour.gov.za
<u>POST 30/37</u>	:	<u>SECURITY OFFICER (X4 POSTS)</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Provincial Office: KZN Ref No: HR4/4/5/82 (X1 Post) Head Office, Pretoria Ref No: HR 4/21/07/80HO (X1 Post) Provincial Office: Western Cape Ref No: HR4/4/10/359 (X1 Post) Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/360 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade (12) Twelve/ Senior Certificate. Grade C Security Certificate (PSIRA: Grade C). Twelve (12) months Security experience. Knowledge: Batho-Pele Principles, DoL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of access to information Act, OHS Act. Skills: Verbal and written Communication, Interpersonal relations, Problem solving, Communication, Conflict management and Computer literacy.
<u>DUTIES</u>	:	Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries Department (Provincial/ Head Office/ Labour Centre).
<u>ENQUIRIES</u>	:	Mr M Mwelase Tel No: (031) 366 2102 Mr A Maja Tel No: (012) 309 4052 Mr Q Bowman Tel No: (082) 901 3232
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate:

Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN@labour.gov.za

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For Attention: Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ8@labour.gov.za

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

POST 30/38

: **MESSENGER REF NO HR4/4/10/358**

SALARY
CENTRE
REQUIREMENTS

: R122 595 per annum
: Provincial Office: Western Cape
: Grade 10 Certificate. No experience required. Knowledge: Departmental policies and procedures, Public Service Act, All legislations relevant to the post. Skills: Communication, Interpersonal relations, Time management, Planning and organizing, Computer literacy.

DUTIES

: Provide messenger services within the Provincial Office. Assist with general administration within the Unit.

ENQUIRIES
APPLICATIONS

: Mr Q Bowman Tel No: 082 901 3232
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION

: Sub-directorate: Human Resources Management, Western Cape Email: Jobs-WC@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE** : 13 September 2021
- NOTE** : Application must be submitted on a new signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. Please note that should you not use the newly amended Z83 and completed, initialled and signed in full, the department reserves the rights to disqualify your application. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 30/39** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: FIM15/2021**
Three (3) Year SEC.40 NEMA Contract
- SALARY** : R733 257 per annum, (all-inclusive remuneration package)
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : A Bachelor's Degree or National Diploma in Risk Management or related field. 3-5 years' experience in a risk management or related field. Knowledge of Statutes, Government priorities, policies e.g. PFMA, TR, Acts governing risk management. Knowledge of monitoring and reporting. Knowledge of risk management, auditing and financial field and budget management. Knowledge of strategic management and planning. Public Service and Departmental procedures and prescripts. Skills: Strategic thinking, Research and policy formulation, financial management & procurement, Computer literacy, Good communication skills (verbal, writing and other), innovative and creative, Project Management.
- DUTIES** : Manage an efficient and effective risk management processes. Analyse the 1st and 2nd draft strategic plan, internal and external audit reports. Identify new/emerging risks and constantly manage the risk profile for the Department. Present reviewed risk plan to management, risk management committee (RMEC) and audit committee for comments/noting. Maintain the risk management system. Monitor the implementation of the risk mitigation plans for the Branch. Facilitate submission of Branch risk reports and provide feedback by reporting on quarterly risk analysis. Report on risk mitigation process to risk management and ethics committee, audit and risk committee. Management of effective and efficient risk management frameworks. Promote awareness on business continuity management to ensure good cooperate government practises in the Fisheries Branch. Provide the secretariat services to the risk management committee. Coordinate the risk management committee meetings.
- ENQUIRIES** : Mr C.E. Liebenberg Tel No: (083) 297 5753 e-mail CELiebenberg@environment.gov.za

<u>POST 30/40</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: FIM19/2021</u> Re-advertisement, applicants who previously applied, are encouraged to re-apply
<u>SALARY</u>	:	R733 257 per annum, (An all-inclusive annual remuneration package)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's degree / National Diploma in Computer Sciences / Information Technology / Information Systems on programming and systems development and Min 3 years' experience with Java 1.5 and later versions (generics, annotations, etc.). Applicants must include a skills matrix indicating technology and years of experience as well as a list of projects with description and technology worked on. Knowledge of Public Service prescripts / policies; advanced understanding and everyday use of OO principals such as inheritance, interfaces, abstract classes, etc. Excellent system design and software programming skills as well as good technical documentation skills. The ability to interpret IT and IS policies as stipulated by Government; Operating systems and IT hardware certification (beneficial but not essential); Knowledge of IT and IS strategy and best practices through research to give proper advise to management when required; Java 1.5 and later versions (generics, annotations, etc.); J2EE application server experience; EJB3 experience and/or Spring framework experience; Experience in developing in ASP.net, JPA or OO-relation mapping tool, e.g. Hibernate; Web framework experience (Struts, JSF, GWT, etc.) and/or Swing GUI development; Test driven development experience and the use of testing framework such as JUnit, Selenium, etc.; Building systems (not using IDE to build code) by using Maven 2 or Ant; Continuous integration system development and testing; Oracle Financial E-Business suite experience; Code repository such as Subversion or CVS, Strategic capability and leadership; Conflict management and resolution; People management and empowerment; Client orientation and customer focus; Planning and execution; Interpersonal skills; Problem solving; Analytical; Budgeting and financial management; Programming / Developing; Computer systems analyzing; Research / analysis; Problem solving skills; Compiling management report.
<u>DUTIES</u>	:	Optimize existing systems with business requirements and enhancements : Maintain existing applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards, systems deployment strategy and business plans; Analyze and refine existing systems as prescribed by the business; Customize and optimize the existing systems for optimal performance including Oracle application forms, Oracle reports and of Application Program Interface (API); Maintenance of code repository of the developed systems; Coordinate and analyze raw data and convert it into systems language; Develop reports using oracle reports. Manage and provide technical business direction that affects capacity planning and new applications: Develop and implement new applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards and systems deployment strategy and business plans; Provide advice on internal development against off-the shelf products based on the needs of the business. Ensure stakeholder engagements with users and assist in the maintenance of intellectual property: Communicate with stakeholders to ensure quality of delivered solutions; Ensure effective facilitation and advice on IT and IS strategies and practices; Maintenance of code repository of all developed systems. Ensure information services problems are resolved: Liaise with Business Systems Analyst to analyse and interpret business requirements with specifications; Develop and interpret technical design specifications; Analyse and develop possible solutions; Review, assess and/or Introduce new technologies and tools that could enhance business solutions; Discern course of action
<u>ENQUIRIES</u>	:	Ms M. Boois Tel No: (074) 119 4956 e-mail: MBoois@environment.gov.za
<u>POST 30/41</u>	:	<u>SCIENTIST PRODUCTION: ABALONE REF NO: FIM16/2021</u> Three (3) Year SEC.40 NEMA Contract
<u>SALARY</u>	:	R618 732 – R939 621 per annum, (All-inclusive remuneration package, conditions apply)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)

<u>REQUIREMENTS</u>	:	BSc (Hons) in Biological Science in one of the following: zoology, marine biology, marine ecology, marine science, fisheries biology, fisheries ecology, fisheries science, aquaculture, natural (living) resource management, or relevant qualification with a quantitative focus. A minimum of 3 years relevant post-qualification experience in the field of marine science, in particular invertebrate fisheries or the life history or population dynamics of marine invertebrates; Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist (certified copy of registration certificate or current (in-date at time of application) confirmation certificate of annual subscription must be attached); Class 4 Commercial Dive Ticket. Knowledge of biology, ecology, life history strategies, population dynamics and quantitative assessment techniques of inshore living marine resources, in particular in relation to invertebrate fisheries; Knowledge of abalone fisheries; Research experience in invertebrate fisheries and/or the biology, ecology, life-history, population dynamics or quantitative assessment of abalone; Computer skills in MS Office software (proven ability to utilize word processing and spreadsheet programmes); Proven ability to manipulate large data sets within a relational database environment (e.g. MS Access); Proven ability and experience to quantitatively analyse biological and environmental data and interpret results; Experience in conducting statistical analysis on and modelling of fisheries or fisheries related data; Ability and willingness to work at sea on small boats; Ability and willingness to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings; Valid unendorsed South African driver's license; Formal courses in statistics, applied mathematics and/or experience in statistical methods for biological research.
<u>DUTIES</u>	:	The incumbent's responsibility will be to work within the small invertebrates research team to initiate and conduct research into population biology, ecology and fisheries dynamics of the abalone resource relevant to the line function of the Chief Directorate: Fisheries Research and Development. Provision of scientific advice pertaining to the sustainable harvest and management of abalone. Participate in other small invertebrate research as required. Participate in field trips including working overtime as required. Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting abalone. Supervise and mentor technical support staff. Attend scientific meetings/symposia nationally, regionally and internationally.
<u>ENQUIRIES</u>	:	Dr. K Prochazka Tel No: (021) 402 3546; email: KProchazka@environment.gov.za Ms S Mbande Tel No: (081) 582 8857; email: SMbande@environment.gov.za
<u>POST 30/42</u>	:	<u>SCIENTIST PRODUCTION: CRUSTACEANS REF NO: FIM17/2021</u> Three (3) Year SEC.40 NEMA Contract
<u>SALARY</u>	:	R618 732 – R939 621 per annum, (All-inclusive remuneration package, conditions apply)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	BSc (Hons) in one of the following: zoology, marine biology, marine ecology, marine science, fisheries biology, fisheries ecology, fisheries science, natural (living) resource management, quantitative sciences, or relevant qualification with a strong quantitative focus. A minimum of 3 years of relevant post-qualification experience in marine living resources research; Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist (certified copy of registration certificate or current (in-date at time of application) confirmation certificate of annual subscription must be attached); Knowledge of biology, ecology, life history strategies, population dynamics and quantitative assessment techniques of inshore living marine resources, in particular in relation to decapod crustaceans; Knowledge of crustacean fisheries; Research experience in crustacean fisheries and/or the biology, ecology, life-history, population dynamics or quantitative assessment of crustaceans; Computer skills in MS Office software (proven ability to utilize word processing and spreadsheet programmes); Proven ability to manipulate large data sets within a relational database environment (e.g. MS Access); Proven ability and experience to quantitatively analyse biological and environmental data and interpret results; Experience in conducting statistical analysis on and modelling of fisheries or fisheries related data; Ability and willingness to work at sea on small inshore

		research vessels as well as on commercial fishing vessels; Ability and willingness to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings; Valid unendorsed South African driver's license; Formal courses in statistics, applied mathematics and/or experience in statistical methods for biological research.
<u>DUTIES</u>	:	The incumbent's responsibility will be to work within the crustacean research team to initiate and conduct applicable research in one or more fields of fisheries science relevant to the line function of the Chief Directorate: Fisheries Research and Development, to provide information on the biology and dynamics of South Africa's rock lobster and other crustacean fisheries. Provision of scientific advice pertaining to the sustainable harvest of rock lobsters and other crustaceans. Participate in other crustacean research as required. Participate in field trips including working overtime as required. Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting rock lobsters and other crustacean resources. Supervise and mentor technical support staff. Attend scientific meetings/symposia nationally and potentially in the Southern African region and internationally.
<u>ENQUIRIES</u>	:	Dr. L Auerswald; Tel No: (078) 516 8150; email: LAuerswald@environment.gov.za
<u>POST 30/43</u>	:	<u>SCIENTIST PRODUCTION: LARGE PELAGICS REF NO: FIM18/2021</u> Three (3) Year SEC.40 NEMA Contract
<u>SALARY</u>	:	R618 732 – R939 621 per annum, (All-inclusive remuneration package, conditions apply)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a B.Sc. Honours degree in fisheries sciences with a strong quantitative focus and with 3 years appropriate marine research experience. Candidates with an MSc degree in marine biology, ichthyology or similar subjects with proven ability to carry out quantitative analyses will be considered. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist (certified copy of registration certificate or current (in-date at time of application) confirmation certificate of annual subscription must be attached). Knowledge of biology, ecology, life history strategies and population dynamics of large pelagic predators. Experience in conducting biological dissections in a laboratory. Knowledge of the large pelagic longline and tuna pole-line fisheries. Computer literacy and the ability to utilise word processing, spreadsheet programmes. Proven ability to organise, manage, interpret and analyse large datasets within a relational database environment (e.g. MS Access). Proven ability to analyse data within the statistical software package R Experience in biological assessments and interpretation of biological data and stock assessment results in the fisheries context. The ability and willingness to work at sea for extended periods, on inshore and offshore research- as well as commercial vessels and ski-boats. The ability to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings. The successful candidate must pass a medical for seafarers in terms of Section 101 of the SAMSA Act, 1951 (Act No. 57 of 1951). Good written and spoken command of the English language, as the successful candidate might be required to represent South Africa in international scientific forums. Research experience in line or longline fisheries and/or the life-history or population dynamics of large pelagic predators. Formal courses in advanced statistics, applied mathematics or stock assessment. Ability and willingness to conduct research diving surveys (class IV diving certificate would be an advantage). Valid unendorsed Code B driver's license.
<u>DUTIES</u>	:	The incumbent's responsibility will be to work within the finfish research team to initiate and conduct applicable research in one or more fields of fisheries biology relevant to the line function of the Chief Directorate: Fisheries Research and Development, in order to provide information on the biology and dynamics of South Africa's Large Pelagic predators caught by longline and pole-line fisheries. Responsibility for the generation of routine data reports for submission to Forums of the Regional Fisheries Management Organisations (RFMOs). Provision of scientific advice pertaining to the sustainable harvest of Large Pelagic Predators such as tuna, swordfish and pelagic sharks. Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting of the relevant teleost and

		chondrichthyan species. Supervise and mentor technical support staff. Participate in field trips including working overtime as required. Attend scientific meetings/symposia nationally, regionally and internationally. The successful candidate will be required to be part of a team of scientists that represent South Africa at the scientific meetings of the Regional Fishery Management Organisations (ICCAT, CCSBT and IOTC).
<u>ENQUIRIES</u>	:	Dr. S Kerwath Tel No: (021) 402 3017; email: SKerwath@environment.gov.za
<u>POST 30/44</u>	:	<u>SCIENTIST PRODUCTION GRADE A-C: PHYSICAL OCEANOGRAPHY REF NO: OC21/2021</u>
<u>SALARY</u>	:	R618 732 - R939 621 per annum, (All inclusive remuneration package, conditions apply)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate recognized BSc Hons Degree in Physical Oceanography, or an equivalent Natural Sciences qualification plus three (3) to six (6) years relevant post-qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist (certified copy of registration certificate or current (in-date at time of application) confirmation certificate of annual subscription must be attached). Must have good knowledge and understanding of physical oceanographic processes and variability around South Africa. Ability to conduct basic and applied oceanographic research. Proven skills in applying analytical and statistical techniques for the interpretation of in situ physical oceanographic data. Proven ability to analyse and interpret large datasets, like Remote Sensing or in situ data streams. Must have good communication (both verbal and written), and report writing skill. A proven track record of relevant research and development output, including mentoring. Willingness and ability to go to sea regularly and for extended periods. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951) in order to undertake research at sea.
<u>DUTIES</u>	:	Maintain, develop, and implement methodologies, systems, policies and procedures related to physical oceanographic monitoring and research. Continually implement and update standard operating procedures for meeting international data quality standards. Participate in the collection of data at sea, and routinely apply analytical and statistical data analysis techniques. Conduct basic and applied research and monitoring in the field of Physical Oceanography, and participate in interpretation and development of new ocean research and monitoring products. Publish and communicate research and monitoring output through presentations, peer-reviewed and technical literature. Develop skills, mentor and supervise staff and students, and supervise research and development projects.
<u>ENQUIRIES</u>	:	Dr Tarron Lamont Cell: (082) – 224 6239
<u>POST 30/45</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: EP9003/2021</u>
<u>SALARY</u>	:	R376 596 per annum, (Total Package R 532 814 pa / conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Degree / National Diploma in Office Administration/ Public Administration or equivalent qualification within related field. 3- 5 Years' experience in office management, administration and coordination, or any secretarial related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.
<u>DUTIES</u>	:	Provide administration and co-ordination support services to the Office of the DDG for the effective and efficient management of the Branch: Environmental Programmes. Render procurement and budgeting services, and coordinate financial administration functions for the Office of the DDG and Branch. This includes coordinating the compilation and monitoring of ODDG procurement

plans, budgets and expenditure reports. Render secretariat functions for relevant Branch-related meetings and liaise with relevant stakeholders. Identify and direct important and key requests, both from internal and external stakeholders, to relevant officials for attention. Contribute and keep track of the Branch's responses to and compliance with enquiries, questions, requests and dates (e.g. from Cabinet, Portfolio Committees, Public and others). Provide document management services for the Office of the DDG. Provide support to the DDG as may be needed, as well as provide point of interaction with the DG's offices.

ENQUIRIES

: Mr R Scott Tel No: (012) – 399 9867 and Ms Shirley Zwane, Tel No: (021) – 814 8091

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**
NOTE

: 10 September 2021 at 12h00 noon No late applications will be considered.

: Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 30/46</u>	:	<u>ASSISTANT MANAGER: PROGRAMME 2.1 FINANCE (FINANCIAL ACCOUNTING) REF NO: ASM/P1-FINANCE/2021/08-1P</u> Permanent Programme 2.1
<u>SALARY</u>	:	R376 596 per annum (Level 09) (basic salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year National Diploma/Degree in Financial Management or Financial Accounting Field (at least 360 credits) coupled with 4 years' experience in Financial Management Accounting of which 2 years should be in supervisory level. Knowledge of International Financial Reporting Standards; Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA; Knowledge of Pension Fund environment; Knowledge of Financial Accounting; Knowledge of Risk Management; Analytical skills; Supervisory/management skills; Time management; Honesty and integrity; Hardworking; Attention to detail and Openness to change. Supervisory/management skills; Good communication and interpersonal skills; Good problem solving skills; Ability to work in a team and independently; Time management; Honesty and integrity; Hardworking; Attention to detail and openness to change.
<u>DUTIES</u>	:	The purpose of the role is to assist in the management and provision of Financial Accounting and General Ledger services for the National Treasury Funds. The successful candidate will be responsible for the following functions and include, but not limited to: Implement financial revenue, expenditure management and accounting; Ensure the adherence of policy and legislative framework to ensure that cognizance is taken of new developments; Assist in developing and maintaining policies and processes; Submit reports and plans as required; Ensure compliance with financial prescripts; Provide advice and guidance to role players on revenue and expenditure procedures; Ensure that risks are identified in the unit; Implement and present results of internal controls to mitigate risks; Align internal controls with GPAA's policies and strategic objectives; Recommend corrective measures on deviation to internal controls; Assisting in testing of internal control solutions; Outline risk management processes within the Programme 2.1 Finance unit and implementation of action plans; Implement the coordination and compilation of the National Treasury Funds budget: Medium Term Expenditure Framework (MTEF), Estimate of National expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines and assist with inputs and liaise with NT Public Finance. Undertake revenue, expenditure management and accounting work as required: Ensure that debt management, monitoring and reporting services are rendered; Ensure that payment for goods and services, transfers, subsidies and reporting are efficiently and effectively performed; Review and posting of monthly journals (BAS & Civpen); Review the monthly advance request to National Treasury; Review and check monthly administration claims by GPAA to National Treasury; Process information; Ensure that expenditure is in line with the budget and item provisioning and Facilitate the process of transfer payments/subsidy. Preparations of Audit processes and Fund Liabilities: Liaise with external and internal auditors; Preparation and provision of year-end audit file; Preparation and provision of additional information required by the auditors; Resolution of internal and external audit queries; Implementation of internal and external audit recommendations and determine, calculate and classify of fund liabilities for the National Treasury Funds monthly. Facilitation of General Ledger transactions: Provide inputs to GPAA Finance on creation of new ledger accounts; Facilitate journal processing of General Ledger transactions; Process General Ledger transactions; clear all suspense accounts before closure of the reporting period; Review of reconciliations of General Ledger accounts. Provide financial reporting services: Preparation of annual financial statements for audit purposes; Preparation of quarterly and interim financial statements required by management of the relevant Funds; Participating in NT AFS Committee Providing quarterly inputs for organizational performance reporting; Reviewing of monthly fund reports and reviewing of monthly administration reports. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, developing performance standards and evaluating team and individuals; Monitor staff regarding human resources such as leave, recruitment, grievances and discipline and compile the work

		plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Mapule Mahlangu Tel No: (012) 399-2639 or email Recruit2@gpaa.gov.za
	:	It is mandatory to email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.
<u>NOTE</u>	:	One permanent Assistant Manager: Finance - Programme 2.1 position is currently available at the Government Pensions Administration Agency. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
<u>POST 30/47</u>	:	<u>CUSTOMER SERVICE AGENT REF NO: CSA/CRM/2021/08-1P</u> Permanent Customer Relations Management The purpose of the role is: To provide administrative functions and to resolve queries and complains on first contact within the Client Relations Management environment.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R208 584 per annum (Level 06), (basic salary)
	:	Gauteng Regional Office
	:	An appropriate three year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Gauteng). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Problem solving skills. Presentation Skills. Communication Skills. Time Management. Work Independently.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Provide quality customer services within CRM: Handle all face to face enquiries received effectively. Follow-up and finalize enquiries referred to other business units, within the agreed time frames Respond to emails, web queries, posted queries/courier services, faxed within allocated time frame. Update on all the relevant GPAA systems. Provide data inputs in the compilation of the Reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with other department with outstanding queries. Relationship management on any changes happening in the various sections. Provide/request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients unit cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives.
<u>ENQUIRIES APPLICATIONS</u>	:	Ismael Radebe on Tel No: 012 399 2299 or email Recruit4@gpaa.gov.za
	:	It is mandatory to email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic.

<u>NOTE</u>	:	One permanent position for Customer Service Agent is currently available at Gauteng Regional Office of the Government Pensions Administration Agency. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
<u>POST 30/48</u>	:	<u>CALL CENTRE AGENT REF NO: CCA/CRM/2021/08-38C</u> (12 months contract) Customer Relations Management The purpose of the role is: To provide professional call centre and enquiry resolution services to all stakeholders and customers of GPAA.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R208 584 per annum (Level 06), plus 37% in lieu of benefits Pretoria Head Office An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven Call Centre experience in handling life insurance/employee benefits/client relationship management/client care enquiries or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven Call Centre experience in handling life insurance/employee benefits/client relationship management/client care enquiries. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement. The applications of individuals currently residing in Gauteng Province may receive preference. Knowledge of the Public Service Act. Knowledge of Principles of GEP Law. Knowledge of Employee Benefits. Excellent communications skills, both verbal and written. Excellent problem solving skills. Time management. Ability to communicate with clients. Ability to work in a team. Self-management (being able to work independently).
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Handling inbound and outbound calls: Receive incoming calls. Respond to client enquiries by providing correct information. Escalate unresolved queries to the assistant manager and business units. Check database for outstanding documents or information. Resolve customer queries through telephone, e-mail, web and fax: Receive, handle and resolve all incoming customer queries. Respond to incoming client queries using information from system. Provide a service that exceeds customer expectations at all times. Handle customer information in a professional and confidential manner. Capture data about all incoming queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Mapule Mahlangu Tel No: (012) 399-2639 or email Recruit2@gpaa.gov.za It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic
<u>NOTE</u>	:	Various contract Call Centre Agent positions are currently available at the GPAA and will be based in the Call Centre (Pretoria). It will be filled on 12 month contracts. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.

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 N Kana / Ms D Kgosana, Human Resources, Tel No: 012 748 6279 / 012 748 6277.
- CLOSING DATE** : 13 September 2021 (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, 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, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). 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, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; 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.

MANAGEMENT ECHELON

- POST 30/49** : **GENERAL MANAGER: STRATEGIC MANAGEMENT REF NO: GPW 21/30**
Job Purpose: Reporting to the Chief Executive Officer: GPW. The successful candidate will provide strategic leadership, direction and executive support services to the core business unit in order to improve organizational performance to achieve GPW's strategic objectives and ensure alignment and integration between the respective units
- SALARY** : R1 521 591 – R1 714 074 per annum (Level 15), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification at NQF 7 and a post graduate qualification (NQF level 8) in or related to Business Administration, Development Planning, Economics or Public Administration as recognised by SAQA, 6 to 10 years'

extensive experience in strategic planning processes and a minimum of 8 to 10 years' experience at a senior management level. A dynamic, self-motivated individual with the ability to focus on detail, yet think laterally. Sound knowledge of strategic coordination planning, business planning, business process management, organisation performance management, risk management as well as project management. An effective negotiator. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Problem-solving and analysis skills. People management and empowerment. Client orientation and customer focus. Communication skills. Service Delivery Innovation. Honesty and integrity. Reporting to the Chief Executive Officer: GPW. The successful candidate will provide executive support services to the core business unit in order to improve organizational performance to achieve GPW's strategic objectives and ensure alignment and integration between the respective units.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Mainly accountable for the development of the strategic plan for the GPW and cascading strategic objectives into business units. Align GPW's strategy planning to the Medium Term Expenditure Framework, the management plans as well as the business processes of the organisation. Ensure effective implementation of the Strategy Plan, Annual Performance Plan and Business Plans. Ensure effective definition of the performance measures according to performance monitoring and reporting standards. Strategic direction and leadership regarding legal services to ensure high quality drafting, litigation, commercial contract and advisory services in respect of legal matters, are available. Oversee and ensure effective management of physical security and processes including Integrity Management on identification, quality analysis and investigation and prevention of breaches in security, fraud and corruption to support the GPW. Ensure effective communication strategy and integrated communication liaison services. Primarily accountable for the strategic direction and leadership and facilitate effective and adequate (current, new and future) systems to support all business activities in a highly competitive and technologically advanced environment. Develop a comprehensive marketing plan and improve product/brand awareness with current and prospective clients. Present the organisation at all forums and committees related to Governance, Communication, Intergovernmental Relations and Legislative matters. Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and continuity. Ensure effective promotion and practice of good corporate governance and compliance.

ENQUIRIES

: Ms. MM Modise Tel No: 012 748 6239

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 10 September 2021 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted with the new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. 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. SMS posts: 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; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 30/50** : **SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: DOHS/33/2021**
Branch: Chief Financial Officer
Chief Directorate: Financial Accounting
Directorate: Supply Chain Management
Sub-Directorate: Asset Management
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma or other relevant qualification (NQF level 6/7 as recognized by SAQA in Financial Management/ Public Management/ Accounting/ Supply Chain Management. 3 years' operational experience in Asset Management. Good Interpersonal and communication skills (both written and verbal). The ability to work under pressure with strict deadlines, problem solving and able to take a firm decision. Ability to work independently and with team. Willingness to work overtime and to travel. Computer literacy with proficiency in MS Word and Excel. Good knowledge of legislative prescripts governing Public Service such as Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS. Driver's License

DUTIES : The successful candidate will be responsible Asset Management activities such as asset verification, stock taking, recycling, disposal, barcoding of assets, capturing of newly acquired assets in the Asset Register, receiving of barcodes and serial numbers in the system, managing inventory list, filling of supporting documents and updating asset register with assets movement and losses, attending to both internal and external auditors. Investigating surplus and shortages. Acts as secretary for disposal board meetings. Preparing reports to the immediate supervisor related to specific analysis or investigations Extensive knowledge of monthly reconciliation between BAS and LOGIS and inputs to financial statements, attend to discrepancies and staff supervision.

ENQUIRIES : Ms N Nortman Tel No: (012) 444-9115
NOTE : Male candidates and people with disabilities are encouraged to apply

POST 30/51 : **SECURITY OFFICER REF NO: DOHS/34/2021 (X2 POSTS)**
 Branch: Corporate Services
 Chief Directorate: Corporate Support
 Directorate: Security and Facilities Management

SALARY : R122 595 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification (Basic Education and Training, NQF level 3). No experience required. Registration with PSIRA grade C. Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to understand and implement policies, directives and related prescripts in security administration. Be prepared to work irregular hours and night shifts.

DUTIES : Perform access control functions which will include the following: Determine whether visitors have appointments/or the service that visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service point; Complete or ensure that the admission control register is completed and issue admission control documents/cards as required; Operate X-ray machines, Lock and unlock entrances; Record incidents and make follow-up; Ensure that unauthorized persons and dangerous objects do not enter the building/premises; Ensure that equipment, document and stores do not leave or enter the building or premises unauthorized. Ensure personnel and assets safety in the building and the premises. This will include the following: Undertake building/premises patrols to identify and check that doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals, light switched on and off as required; apply emergency procedures (in situation like bomb scares, fire, riots etc.) and alert emergency services and departmental management; Lock and unlock entrances. Monitoring and reporting of security breaches: Identify suspicious conduct, report and record security breaches; Report faulty security systems; Report officials taking assets without authorization. Completion and administration of security registers: Report and update all security registers and Ensure that all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Ms E Motsepe Tel No: (012) 444-9119
NOTE : Male candidates and people with disabilities are encouraged to apply

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 10 September 2021

NOTE : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV and attach all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

ERRATUM: Kindly note that the post of Director: Communication and Marketing reference no: Q9/2021/43 advertised in Public Service Vacancy Circular post-date 30 July 2021, with closing 16 August 2021. Applicants who applied for the post are informed that a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointment at SMS level. With effect from 1 April 2020, an individual may qualify, if they have successfully completed a Public Service Senior Management Leadership Programme for appointment at SMS level. Shortlisted applicants should therefore be informed that they will be required to submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The appointee to such post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

MANAGEMENT ECHELON

POST 30/52 : **DIRECTOR: INTERNAL AUDIT REF NO: Q9/2021/50**

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Pretoria, National Office

REQUIREMENTS : an undergraduate qualification (NQF level 7) in Auditing, Finance or related field as recognised by SAQA, coupled with five (5) years of experience at middle/senior managerial level. Registration as a Certified Internal Auditor.

Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Familiarity with risk management practices; Knowledge and understanding of internal controls; Knowledge and understanding of major accounting practices and public sector reporting formats; Familiarity with legislative requirements, e.g. Public Finance Management Act, Public Service Act, Public Service Regulations, International Internal Audit Standards, Treasury Regulations etc.; Understanding of the roles of internal and external audit. A valid driver's license is essential. skills and competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Client orientation and customer focus, Results-driven, Report writing, Project management. The ability to conduct responsibilities in the context of the organisation's strategic objectives and overall corporate governance of the organisation; The ability to act independently and be proactive in advising the Executive Director of issues that require further management attention; The ability to ask relevant questions, evaluate answers and continue to probe for information until completely satisfied with answers provided; Independence; A professional approach to duties, including commitment of time and effort; The ability to encourage openness and transparency; and the ability to work constructively with management.

DUTIES

: Act as a forum for communication between management, internal and external audit; Review the Internal Audit (IA) Strategic and Operational Plans, ensure that these plans are based on the organisation's risk assessment, and approve them; Advise the Executive Director (ED) on the adequacy of IA resources needed to carry out auditing responsibilities, including the completion of the approved IA plan; Oversee the co-ordination of audit programs conducted by internal and external audit; Review all high risk audit reports and provide advice to the ED on significant issues identified in audit reports and action taken on issues raised; Review the IA Charter to ensure that appropriate organizational structure, authority, access and reporting arrangements are in place. Establish, evaluate and maintain policies and processes in line with regulations and best practices principles. Direct the implementation of specific procedures, systems and controls. Direct and manage the execution of audit assignments, including IT performance and internal forensic investigations. Review audit reports and analyse findings ensuring quality control and compliance with policies, procedures, regulations and standards. Report results, develop solutions and make recommendations to the Executive Director and Audit Committee. Liaise with Auditor General for reporting purposes ensuring that relevant reports and responses are accurate and submitted timeously. Follow up on recommendations made by the Audit Committee and/or Auditor General. Direct and manage internal audit initiatives such as information sharing sessions, awareness campaigns and on the job training. General management (Administration and Budget). Ensure secretariat services are provided for the Audit Committee and convene meetings of the Committee according to schedule. Prepare and maintain component budget. Compile and submit monthly expenditure reports. Authorise expenditure and/or make recommendations for the procurement of goods and services.

ENQUIRIES APPLICATIONS

: Ms E Lethole Tel No: (012) 399 0040
: Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION

: Ms DR Kumalo Email Address: RecruitmentDIA@ipid.gov.za

OTHER POST

POST 30/53

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: Q9/2021/51**

SALARY CENTRE REQUIREMENTS

: R733 257 per annum (Level 11)
: National Office (Pretoria)
: Relevant Bachelor's Degree or equivalent qualification in HRM or Labour Relations. Four years' experience in the management of Labour Relations. Skills and Competencies: Communication, interpersonal relations skills, report writing and supervisory skills, relations environment and negotiations skills. Knowledge of Labour Relations as well as negotiations and collective Bargaining in the Public Service. Conversant with the Public Service Collective Bargaining issues. Good knowledge of good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge

DUTIES

of Labour Relations Act, Disciplinary Code and Procedure. A valid driver's license.

- : responsible for all aspects relating to Labour Relations. Manage. Coordinate and monitor the implementation of Labour Relations policies and procedures. Ensure Departmental compliance on Labour Relations matters. Provide advisory services to management .Manage the collective bargaining process and conflict resolution as well on training and awareness programmes to staff on Disciplinary Code and Grievance Procedure. Ensure the promotion of sound labour peace, including the effective management of dispute settlement, grievance and discipline. Represent the Department in all relevant forums. Manage and supervise staff.

**ENQUIRIES
APPLICATIONS**

- : Ms E Lethole Tel No: 012 399 0040
- : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to Benstra Building, 473 Stanza Bopape & Church street, Arcadia Pretoria, 0001

FOR ATTENTION

- : Ms DR Kumalo Email Address: RecruitmentDDL@ipid.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	13 September 2021
<u>NOTE</u>	:	Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. 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 licence 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 licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 30/54</u>	:	<u>BUSINESS ANALYS REF NO: 21/201/ISM</u> (06 Months Contract Appointment)
<u>SALARY</u>	:	R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Technology, Computer Systems or Computer Science; An understanding of the Public Service Sector and application of legislation, policies and regulation; A minimum of 3 years at management/supervisory level; 2 years' experience in Business Analysis; Knowledge and understanding of System Analysis; Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies); Knowledge and understanding of Corporate Governance of ICT Policy Framework, Public Service Regulations and Public Finance Management Act; Skills and Competencies: Good communication (written and verbal) skills; Project Management skills; Applied strategic thinking; Budget and financial management; Diversity management; Good interpersonal relations and Problem solving; Planning and organizing; Networking and building bonds; Ability to work in a team.
<u>DUTIES</u>	:	Key Performance Areas: Plan and manage the analysis and optimization of business processes for ICT solutions; Manage the design of ICT solutions; Manage the quality of the development of ICT solutions; Ensure the participation of the Analysts in Pilot Site implementation; Manage human, finances and other resource.
<u>ENQUIRIES</u>	:	Mr J. Maluleke Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional

		Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/55</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO: 21/198/SA</u> (12 Months Contract Appointment)
<u>SALARY</u>	:	R510 432 – R1 192 947 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: East London An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Ngomani Tel No: (012) 357 8661 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria.
<u>NOTE</u>	:	1 People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.
<u>POST 30/56</u>	:	<u>DEPUTY MASTER MR-6 (X2 POSTS)</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: (Pretoria) Ref No: 21/178/MAS (X1 Post) Master of the High Court (Nelspruit) Ref No: 21/194/MAS (X1 Post)
<u>REQUIREMENTS</u>	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Skills And Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Mr R Chauke Tel No: (012) 315 1329 & Mr C Msiza Tel No: (012) 315 4754

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 30/57</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 21/ 64 /FS</u>
<u>SALARY</u>	:	R316 791- R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office: Reitz
	:	Three years Bachelor's degree /National Diploma in Public Management, Administration or equivalent; 3 years administration experience; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management Computer Literacy (Microsoft packages); Knowledge of asset management; knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800
	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 30/58</u>	:	<u>ADMINISTRATION OFFICER REF NO: 21/VA61/NW</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Mankwe Magistrate Court
	:	Three years Bachelor's Degree /National Diploma in Public Management, Administration or equivalent; 3 years administration experience; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Manage human resource in the office.
<u>ENQUIRIES NOTE</u>	:	Ms. L Shoai Tel No: (018) 397 7061
	:	All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

<u>POST 30/59</u>	:	<u>ADMINISTRATION OFFICERS REF NO: 21/193/SA (X2 POSTS)</u> (12 Months Contract Appointment)
<u>SALARY</u>	:	R316 791 + 37% = R434 003.67 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Port Elizabeth
<u>REQUIREMENTS</u>	:	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 licence. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving; Planning and organizing; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Perform budget administration service on behalf of the Office of the Solicitor General; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. K Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/60</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (X2 POSTS)</u>
<u>SALARY</u>	:	R301 452 – R847 047 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney Port Elizabeth Ref No: 21/196/SA (X1 Post) State Attorney: Polokwane Ref No: 21/192/SA (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's license; Right of appearance in the High Court of South Africa; Conveyancing experience; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent in matters of arbitration proceedings.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661(Port Elizabeth) and Mr G Kooko Tel No: (012) 315 1152 (Polokwane).
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. Separate applications will be made quoting the relevant reference number.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 30/61</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (CONVEYANCING) REF NO: 21/171/SA</u> (Re-Advertisement)
<u>SALARY</u>	:	R301 452 – R847 047 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Cape Town
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least 2 years

		appropriate post qualification legal/litigation experience; Conveyancing experience; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Draft, prepare and register conveyancing and Notarial documents; Give effect to the Department's Strategic Plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistics required; Perform functions normally performed by a conveyancer and notary.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Seerane Tel No: (012) 315 1780
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 30/62</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 21/62/FS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Virginia
	:	NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimum of three (3) years practical experience in court interpreting; or Grade 12 with ten years practical experience in court interpreting A valid driver's license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended Language Proficiency: English, Afrikaans, IsiXhosa, IsiZulu & Sesotho. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Control and supervise interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800
	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 30/63</u>	:	<u>VETTING ADMINISTRATOR REF NO: 21/195/CFO</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	Administration/Secretarial Diploma or equivalent qualification; 3 years' experience in rendering a support/administrative service; Knowledge on the relevant legislation, policies, prescripts and procedures; Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Problem solving and analysis; Teamwork; Listening skills; Interpersonal relations; Planning and organising; Ability to work under pressure; Self-management and motivation.
<u>DUTIES</u>	:	Key Performance Areas: administer the filing system for all vetting documents within the Department; Renders administrative support services; Provides support to the Head of the Unit and the other staff regarding vetting operational meetings; Liaise regularly with SSA on vetting matters particularly in relation to administrative systems and processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. O Melato Tel No: (012) 315 1351
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/64</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 21/186/MAS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate, or equivalent qualification; Minimum of 3 years' experience in administration; Skills and Competencies: Good communication skills (verbal & written); Interpersonal relations; Planning and organizing skills; Computer literacy (MS Excel, PowerPoint and MS word); Ability to work under pressure, independently and as a team.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services within the component; Provide effective people management; Supervise and render the general Registry services
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R. Chauke Tel No: (012) 315 1329 Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/65</u>	:	<u>ADMINISTRATIVE OFFICERS REF NO: 21/200/ISM (X19 POSTS)</u> (06 Months Contract Appointment)
<u>SALARY</u>	:	R257 508 + 37% = R352 785.96 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria Directorate: ICT: Testing & Quality Assurance (X1 Post) ICT: Service Operations (X2 Posts) ICT: Security Operations (X2 Posts) ICT: Business Applications (X2 Posts) ICT: Infrastructure Operations (X2 Posts) ICT: Planning & Monitoring (X1 Post) ICT: Enterprise Architecture (X2 Posts) ICT: Governance & Service Delivery (X2 Posts) ICT: Business Analysis & Development (X2 Posts) ICT: Programme and Project Management (X3 Posts)
<u>REQUIREMENTS</u>	:	NQF level 6 as recognized by SAQA in Public/ Business Administration; A minimum of 3 years relevant experience in Office Administration; Knowledge of Public Finance Management Act, Treasury Regulations and related policies, prescripts and procedures. Skills and Competencies: Communication skills (verbal & written); Decision making skills; Problem solving skills; Computer literacy; Ability to work as a team.
<u>DUTIES</u>	:	Key Performance Areas: Render records management support; Render secretarial/ logistical support; Render general administrative support services to the component; Provide operational support of ICT end-users devices and productivity solutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/66</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3-MR5) REF NO: 21/197/CLO</u>
<u>SALARY</u>	:	R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Advise the Minister, Director-General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and instruct the State Attorney with regard to civil matters; Draft legal papers; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Handle ad hoc tasks in line with instructions.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 30/67</u>	:	<u>LEGAL ADMINISTRATION OFFICER – (MR3): FAMILY AND CIVIL SECTION REF NO: 21/VA62/NW</u>
<u>SALARY</u>	:	R257 073 – R293 940 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office- Mahikeng
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least two (02) years appropriate post qualification legal experience; A valid driver's license. Skills And Competencies: Legal Research and drafting; Dispute Resolution; Project Management; Strategic Capability and leadership skills; Conflict and knowledge management; Report writing; Reliability; Excellent Communication (written and verbal); Computer literacy; Compliance management.
<u>DUTIES</u>	:	Key Performance Areas: Monitor Domestic Violence, NRSO, LGBTIQ, Appeals and Reviews; Minimum 2 years' experience on NRSO system; Facilitate legal research and interventions to improve performance; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments and communities on programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oaths; Justice of Peace; Oversee the smooth functioning of specialized courts in the province; i.e Sexual Offences, Family, Equality and the Children's Courts; Train the community on the Victims Charter; Coordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Supporting the Courts regarding quasi-judicial functions; Facilitate implementation on relevant legislation including the Victims Charter and the Restorative Justice National Policy Framework; Initiate, plan, implement and conduct community awareness campaign.
<u>ENQUIRIES</u>	:	Ms L Shoai Tel No: (018) 397 7061
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<u>NOTE</u>	:	All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of these post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, (former Schoeman) alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha Tel No: 012 444 3319 / Mr P Ndlovu Tel No: 012 406 7506/ Mr Donald Mbhokota Tel No: 012 406 7426
- CLOSING DATE** : 10 September 2021
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by copies of qualification(s) including matric/grade 12 certificate, Identity Document, Proof of citizenship if not RSA citizen and a valid driver's licence (where required). The abovementioned copies need not be certified when applying for a post. Requirement for certified copies will only be limited to shortlisted candidates. Applicants are also expected to submit a comprehensive CV with three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, all shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 30/68** : **REGIONAL MANAGER REF NO: DMRE/2170**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : KwaZulu-Natal Regional Office, Durban
- REQUIREMENTS** : Bachelor's degree in Geology, LLB, bachelor's degree in environmental science/ Environmental Management , Bachelor of Commerce, bachelor's degree in administration , bachelor's degree in social science, Bachelor Degree in Developmental Studies with minimum of 5 years' experience in middle/

	senior management: Knowledge of: Knowledge of all relevant legislation affecting the mining industry. Policies, procedures and directives. Management principles. Government objective. Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Ability to motivate staff to achieve objectives of the branch. Ability to make informed decisions. Ability to analyse and interpret legislative requirement and relevant policies.
<u>DUTIES</u>	: Effective implementation and administration of the Mineral and Petroleum Resource Acts. Implementation and management of effective system and procedures as well as Management of all administration, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plan and Mining and Prospecting work programme / plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historical Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director- General Mineral Regulation, Director General and the Minister. Manage the Directorate. Implementation of the Mining Charter III. Implementation of National Environment Management Act (NEMA).
<u>ENQUIRIES</u>	: Ms Kobe Tel No: (012) 444 3903
<u>NOTE</u>	: Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest
<u>POST 30/69</u>	: <u>REGIONAL MANAGER REF NO: DMRE/2171</u>
<u>SALARY</u>	: R1 057 326 per annum (Level 13), (All-inclusive package)
<u>CENTRE</u>	: Gauteng Region
<u>REQUIREMENTS</u>	: Bachelor's degree in Geology, LLB, bachelor's degree in environmental science/ Environmental Management , Bachelor of Commerce, bachelor's degree in administration , bachelor's degree in social science, Bachelor Degree in Developmental Studies with minimum of 5 years' experience in middle/ senior management: Knowledge of: Knowledge of all relevant legislation affecting the mining industry. Policies, procedures and directives. Management principles. Government objective. Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Ability to motivate staff to achieve objectives of the branch. Ability to make informed decisions. Ability to analyse and interpret legislative requirement and relevant policies. Implementation of the Mining Charter III. Implementation of National Environment Management Act (NEMA).
<u>DUTIES</u>	: Effective implementation and administration of the Mineral and Petroleum Resource Acts. Implementation and management of effective system and procedures as well as Management of all administration, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plan and Mining and Prospecting work programme / plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historical Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director- General Mineral Regulation, Director General and the Minister. Manage the Directorate.
<u>ENQUIRIES</u>	: Ms Malapane Tel No: (012) 444 3930
<u>NOTE</u>	: Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest.

OTHER POSTS

<u>POST 30/70</u>	:	<u>DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2172</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive package)
<u>CENTRE</u>	:	Limpopo Regional Office, Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree / Advance Diploma in Development Economics, Social Science, Industrial Science (NQF 7) with minimum of 3 years' experience at Junior Managerial level, Knowledge of: Clear understanding of the Social and labour plan and BBSEE adjudication. Understanding of IDP and LED processes Skills: Strong ability to secure communication between government department, business organisation and institutions. Strong ability to think innovatively, identify development opportunities through recognizing synergies and the drive to initiate developmental initiatives and drive to see through to completion. Strong ability to facilitate workshop, achieve shared vision, set realistic target and initiate and manage projects, Thinking Demand: Recognising viable development linkages and unities. Strong ability to be innovative and exploit synergies within the regulatory framework in order to promote development initiatives. Strong ability to think laterally identify linkage and effectively communicate to establish co-operation between various.
<u>DUTIES</u>	:	Manage and ensure alignment of social and labour with the municipal Integrated Development plans/ Local Economic Development and National Programmes. Manage the adjudication processes of social and labour plan. Manage the implementation of inspection plans. Represent the Department and provide advice on government forum e.g. Provincial Growth Development Strategies, Local Economic Development summit. Ensure effective management of downscaling and retrenchment. Participate in the development and reviewing of policies, act and legislation. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>POST 30/71</u>	:	<u>SENIOR INSPECTOR: MINING REF NO: DMRE/2173</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive package)
<u>CENTRE</u>	:	Northern Cape Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology in mining (NQF 7) PLUS Mine Manager Certificate of Competency with minimum of 3-5 years' experience,: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e. g. Winder, Boilers Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on matter relating to ground stability, support explosives, blasting operations and other matter relating to mine safety and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development input to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permission and approvals related to mining. Training and develop staff.
<u>ENQUIRIES</u>	:	Mr T Mateta Tel No: 079 983 2024/ 082 459 9277
<u>POST 30/72</u>	:	<u>SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2174</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive package)
<u>CENTRE</u>	:	Free State Regional Office, Welkom

REQUIREMENTS

Bachelor's degree/ Bachelor of Technology in mining (NQF 7) PLUS Mine Manager Certificate of Competency with minimum of 3 years junior management experience in mining industry. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES

: Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspection. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities.

ENQUIRIES

: Mr P Nyaqcela Tel No: (057) 391 1373/1371

POST 30/73

: **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2175**

**SALARY
CENTRE****REQUIREMENTS**

: R869 007 per annum (Level 12), (All-inclusive package)
: North West Regional Office, Klerksdorp
: National Diploma/ Bachelor of Technology/ a Degree in Mine Engineering (NQF 6) PLUS Certificate of Competency for mechanical or electrical engineering with a minimum of 3years junior management experience in the mining industry. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES

: Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspection. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities.

ENQUIRIES

Mr J Melembe Tel No: (018) 487 4300

<u>POST 30/74</u>	:	<u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2176</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive package)
<u>CENTRE</u>	:	North West Regional Office, Klerksdorp
<u>REQUIREMENTS</u>	:	National Diploma /Bachelor of Technology degree/ a Degree in Electrical Engineering or relevant PLUS Certificate Of Competency for Mechanical or Electrical Engineering Mining with minimum of 3 years in the mining industry. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4300
<u>POST 30/75</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2177</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive package)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree in Occupational Hygiene or related PLUS Certificate on Mine Environmental Control, coupled with 3 year's experience in mining industry with at least valid Code 08 driver's license Plus the following competencies: Knowledge of: Mine Health and Safety Act, Extensive knowledge and experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of mineral resources, Basic knowledge of Labour relations and human resources management, Skills: High level management, Risk assessment techniques, Conflict resolution, Negotiation, Planning and organising, Computer literacy, Thinking Demands: Innovative and creative thinking ability.
<u>DUTIES</u>	:	The appointee's primary responsibility will be to enforce adherence to the Mine Health and Safety Act. Analyse occupational Hygiene reports, write reports and give appropriate instructions for remedial actions to be implemented. Investigate mine related contraventions and complaints as well as analyse mine occupational hygiene incidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mine. Compile report by giving relevant inputs to Head of the branch on matters relating to Hygiene in the region inclusive of the status of the Mine. Prepare replies to applications for exemptions, permissions and approvals related to occupational hygiene. Support and develop a transformation process within the regional office. Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry. Manage information systems.
<u>ENQUIRIES</u>	:	Mr L. Polley Tel No: 082 461 4247
<u>NOTE</u>	:	Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.
<u>POST 30/76</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2178</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Free State Region, Welkom
	:	An appropriate Degree/ Bachelor of Technology degree in mining PLUS mine managers certificate of competency, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mine Engineering-Mine Equipment e.g. Winder, Boilers, Plants, etc. ,Hazard identification and Risk Management, Public Service Staff code and DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act, DMR Policy and Staff codes, Management skills, planning leading, organising and controlling, report writing and formulation, good interpersonal relations, analysis and interpretation of accident statistics, be able to recommend mining engineering solutions, negotiation skills, language proficiency, computer skills, Thinking Demands: Innovative thinker, analyse situations carefully, make fair and reasonable decisions, receptive to suggestions and ideas and be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Coordinate and provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: (057) 391 1373/71
<u>POST 30/77</u>	:	<u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2179</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (All-inclusive package) Free State Regional Office, Welkom Diploma/Degree in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care, (NQF 6) with 3 years of experience in mining industry. Drivers 'license Knowledge of: Sound knowledge of both Occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risk associated with. Knowledge of Petrochemical industry diving and equipment, Skills: ability to apply knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate, Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. Well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.
<u>DUTIES</u>	:	Conduct and report on underground, and surface audits and inspections on matters relating to where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide of input on mines closure, Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards related to occupational medicine.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: 082 459 2783
<u>POST 30/78</u>	:	<u>INSPECTOR: MINING REF NO: DMRE/2180</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (All-inclusive package) Free State Regional Office, Welkom National Diploma/Degree in Mining PLUS Certificate of Competency Mine Managers (NQF 6) with 3 years' experience in mining industry. Drivers 'license. Knowledge: Practical and theoretical knowledge on mining. Legal knowledge. Departmental Directive. Public Service Act and Regulation. Personnel codes

		directive. Skills: Team work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestion and ideas. Quality control. Compliance with rules and regulation. Discipline, work, ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste money, time, Thinking Demands. Good interpersonal relations, communication verbal and oral organisational, ability to control, interpretation and application of legal matters and policies. Team work, training, negotiation, adaptability, conflict handling. Computer literacy.
<u>DUTIES</u>	:	Conduct and report on underground, and surface audits and inspections on matters relating to where necessary. investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Serve on any necessary board of examiners.
<u>ENQUIRIES</u>	:	Mr P Nyacqela Tel No: 082 459 2783
<u>POST 30/79</u>	:	<u>ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2181</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree with a minimum of 3 years' experience in the mining and mineral sector. Tertiary qualification in Policy Development would be an added advantage Knowledge of: Policy Development Process. Detailed knowledge of Petroleum sector. Project and Financial Management. Policies /laws governing Mineral Sector. Knowledge of the Mineral and Mining Industry. Knowledge of the policy regime affecting the mineral and mining industry. Government policy and legislation. Public administration and management Skills: Leadership, Planning, Organising, Presentation, Interpersonal, Communication and Negotiation skills. Thinking Demands: Problem solving, Innovative, Analytical and Critical thinking logical.
<u>DUTIES</u>	:	Identify, develop and review existing/ new policies on mining and mineral sector. Conduct secondary research on mining and mineral policy related matters. Identify, consult & collaborate / engage with relevant stake holders and conduct public hearings for public inputs on proposed mining and mineral policies. Conduct mining and mineral policy presentations and present the department at various forums or workshops on mining sector policy related matters. Disseminate information & raise awareness on mining and mineral policy related developments and trends. Monitor and report on the implementation of energy polices and legislations. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr R Muthige Tel No: (012) 444 3842
<u>POST 30/80</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2182)</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape Regional Office, Kimberly
<u>REQUIREMENTS</u>	:	Bachelor Degree/ Bachelor of Technology degree/ Advance Diploma in Social Sciences on Development Economics, Social Science, Industrial Science (NQF7) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA, basic knowledge of administrative procedures, basic knowledge of computer, basic knowledge of Previous Mineral Legislations, basic knowledge of Departmental Policy and Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<u>DUTIES</u>	:	Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stakeholders meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms M Leqheku Tel No: (053) 807 1700

<u>POST 30/81</u>	:	<u>ENERGY INSPECTOR REF NO: DMRE/2183</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Regional Office, Cape Town
<u>REQUIREMENTS</u>	:	National Diploma in Chemical Engineering / Chemical Science / Energy Studies with minimum of 3 years' experience in the mineral and energy sector Plus the following competencies Knowledge of: Comprehensive and demonstration knowledge of the petroleum industry in South Africa. Strategic and demonstrate understanding of critical issue within the petroleum value chain and associated supply chains. Knowledge of Petroleum Products Acts, 1977. Research and good communication competence, including drafting documents and reports. Working knowledge of Liquid Fuels Charter and a strategic understanding of the implementation potential and /or constraints thereof. Skills: Good communication skills. Strong negotiation and process managerial skills. Organising, planning and interpersonal skills. Ability to communicate clearly with stakeholders in the public and private sector. Ability to maintain confidentiality. Thinking Demands: Attention to detail. Problem solving. Creativity and innovative.
<u>DUTIES</u>	:	Monitor fuels standard and specification, fuel sampling and analysis of test results. Conduct site inspection to ensure compliance in terms of Petroleum Act 1977(Act No. 120 of 1977). Investigate reported complaints and enforce compliance terms of Petroleum Act 1977(Act No. 120 of 1977. Provide inputs on the drafting / reviewing of Petroleum Products Act and regulations. Compile and present regional situation analysis and trends to inform decision making. Promote and participate in engagement of all internal and external stakeholder regarding the understanding of Petroleum Products Acts of 1977 (Act No. 120 of 1977) and its regulations. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Kekana Tel No: (012) 406 7583
<u>POST 30/82</u>	:	<u>PETROLEUM LICENSING ANALYST REF NO: DMRE/2184</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma in Business Management, Economics, Accounting, Financial Management or Energy Studies with minimum of 3 years' experience in hydrocarbons related sector Plus the following competencies Knowledge of: knowledge of and interest in the South Africa energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 of 1977) as amended and regulations thereof. Work knowledge of regulatory and administrative system. Experience in data manipulation and analysis as well as report writing. Working knowledge of Petroleum and liquid fuels charter and a strategic understanding of the implementation potential and /or constraints Skills: Analytical skills. Convey PPAA knowledge to client on what supporting evidence is required. Organising, Planning and interpersonal skills. Good communication skills. Ability to communicate clearly with the stakeholders in the public and private sector. Thinking Demands: Evaluate and verification of license application.
<u>DUTIES</u>	:	Confirm, validity and clarify applications to ensure that they are complete and in line with prescription of PPAA and related regulation. Evaluate applications, records or documents to gather information about eligibility and liability issues to ensure that the provisions of the section 2B of the regulation. Determine the economic viability of the business (net present value. Conduct re-site visit on request with Regional Director as per Ministerial directive for re-evaluation of an application to verify the need for the retailing operation and determine whether will promote the objective of the PPAA. Determine the level of compliance with the charter when considering license application e. g. unemployment and poverty, promotion of the advancement of historical disadvantage South African, effect to the charter, ownership, control, procurement and employment equity. Assist in handing the ministerial enquiries regarding petroleum product amendment act. Handle enquiries and provide advice with regards to licensing issues. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms P Manthata Tel No: (012) 406 7347
<u>POST 30/83</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2185</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Free State Regional Office, Kimberley

<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree/ Advanced Diploma in development economics, social science, industrial science with 1-2 years relevant experience. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on and medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for sub-directorate e.g. compile statistics report, draft inspection, plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Ms K Kewuti Tel No: (057) 391 1302
<u>POST 30/84</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2186</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree/ Advanced Diploma in Development Economics, Social Science, Industrial Science with 1-2 years relevant experience. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on and medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for sub-directorate e. g. compile statistics report, draft inspection, plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Ms M Leqheku Tel No: (053)807 1700

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 13 September 2021
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** Kindly note that the post Assistant Director: Operational Planning and Support with Ref No: Recruit 2021/364; State Advocate (Case Manager) Libode with Ref No: Recruit 2021/329, Lusikisiki with Ref No: Recruit 2021/436, Bethlehem R with Ref No: Recruit 2021/330, Taung with Ref No: Recruit 2021/337, De Aar with Ref No: Recruit 2021/334, Kuruman with Ref No: Recruit 2021/336, Springbok with Ref No: Recruit 2021/335, Groblersdal with Ref No: Recruit 2021/332, Musina with Ref No: Recruit 2021/326, Nkhensani with Ref No: Recruit 2021/328; Ermelo with Ref No: Recruit 2021/333, Senior Financial Investigator with Ref No: Recruit 2021/301; State Advocate Recruit with Ref No: 2021/316; with Ref No: Recruit 2021/433; with Ref No: Recruit

2021/434 and with Ref No: Recruit 2021/436 advertised in Circular 22 of 18 June 2021 are withdrawn.

MANAGEMENT ECHELON

<u>POST 30/85</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2021/466 Cape Town (re-advert) Ref No: Recruit 2021/467
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. In depth and extensive knowledge of the law and management of gender based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Knowledge of the PFMA and financial management skills. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Skills in research and development of training material in related fields of the SOCA Unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS Word, Teams, Excel, Outlook and PowerPoint. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolios assigned by the Special Director. Liaison and management of relevant stakeholders. Manage, train and guide SOCA provincial and cluster managers, prosecutors and stakeholders in respect of all matters relating to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate, representations and to make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court, appear in appeals and reviews on the instruction of Special Director. Prepare court opinions. Map out and implement strategic planning for the Unit and lead staff members to achieve strategic objectives. Development, performance management and assessment of staff members. Deal with the representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Initiate and coordinate public awareness campaigns and related training sessions. Oversight of TCC sites in the province. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Perform any other task the Special Director deems to be necessary.
<u>ENQUIRIES</u>	:	Sandra Reddy Tel No: 012 845 6670
<u>APPLICATIONS</u>	:	Head Office e mail: Recruit_2021466@npa.gov.za Cape Town e mail Recruit_2021467@npa.gov.za
<u>POST 30/86</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/468</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage.

DUTIES

Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good trial advocacy skills and well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Willing to travel. Able to work extended hours. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills.

- : To guide investigations and conduct prosecutions of identified serious and complex cases. To exercise oversight on any decision to prosecute and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures, and directives. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify any operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiatives by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of the SCCU.

ENQUIRIES APPLICATIONS

- : Bonakele Jali Tel No: 012 845 6395
- : e mail Recruit_2021468@npa.gov.za

POST 30/87

- : **DIRECTOR: MEDIA RELATIONS REF NO: RECRUIT 2021/469**
Communication Unit

SALARY CENTRE REQUIREMENTS

- : R1 057 326 per annum (Level 13), (Total Cost Package) SMS
- : Head Office: Pretoria
- : A recognized B-degree or Advanced Diploma (NQF level 7) in Communication or equivalent. Ten (10) years working experience in Communications/Journalism/Media or Legal. At least five (5) years management experience on middle or senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in the Criminal Justice will be an added advantage. Knowledge of legislation and regulations pertaining to public service administration. Knowledge of Information management; Media management and GCIS guidelines on communication management and Criminal justice system and the law. Planning and Prioritising. Client Focus and Responsiveness. Problem solving and decision making. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent communication and administrative skills. Willing to travel and work extended hours. Valid driver's license is recommended.

DUTIES

- : Manage media liaison support, develop and implement media strategy for the NPA. Develop an annual media relations plan in support of the overall communication strategy. Arrange and facilitate media briefings, information sessions and interviews with the media. Disseminate media statements to relevant media. Liaise with and manage briefs to media monitoring and analysis service providers. Supervise Regional Communication Managers and ensure media access and cooperation nationally and regionally. Identify and initiate media research projects. Compile monthly and quarterly research projects. Participate in JCPS Communication Cluster, GCIS/GCF and other interdepartmental fora as requested. Manage the digital media strategy and oversee implementation. Manage the digital media strategy and oversee implementation. Develop and implement digital media strategy. Supervise implementation thereof. Manage development and utilization of digital owned platforms. Develop and manage content on all digital owned platforms. Develop digital media policy. Oversee implementation, conduct data analytics

and report. Manage media relationship and network sessions. Institute media networking sessions for leadership and management. Constantly review implementation, assess impact and initiate enhancements based on media feedback. Manage the media monitoring and responses. Identify relevant issues in the media that require management attention and/or response and propose response strategies (daily rapid response). Monitor implementation of proposed response strategies and provide monthly report thereon. Monitor media trends and coverage to enable the NPA to respond accurately to the media. Identify opportunities for media engagement. Manage regional communication managers in relation to media relations functions.

ENQUIRIES : Bulelwa Makeke Tel No: 012 845 7002
APPLICATIONS : e mail Recruit_2021469@npa.gov.za

OTHER POSTS

POST 30/88 : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/470**
National Prosecutions Service

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

CENTRE : CPP: East London (Mdantsane)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five-year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Talita Raga Tel No: 040 608 6800
APPLICATIONS : e mail Recruit_2021470@npa.gov.za

POST 30/89 : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit

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

CENTRE : Johannesburg Ref No: Recruit 2021/471
Durban Ref No: Recruit 2021/472

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research. Valid drivers license.

DUTIES : Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Johannesburg e mail Recruit_2021471@npa.gov.za Durban e mail Recruit_2021472@npa.gov.za
<u>POST 30/90</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Services
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DDPP: Port Elizabeth Ref No: Recruit 2021/473 (X3 Posts) DPP: Bloemfontein Ref No: Recruit 2021/474 (Re-advert) (X2 Posts) DPP Ref No: Recruit 2021/470 Cape Town Ref No: Recruit 2021/475 (X2 Posts) DDPP: Bhisho Ref No: Recruit 2021/476 (Re-advert) (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DDPP: Bhisho Talita Raga Tel No: 040 608 6800
<u>APPLICATIONS</u>	:	DDPP: Port Elizabeth e mail Recruit_2021473@npa.gov.za DPP: Bloemfontein e mail Recruit_2021474@npa.gov.za DPP: Cape Town e mail Recruit_2021475@npa.gov.za DDPP: Bhisho e mail Recruit_2021476@npa.gov.za
<u>POST 30/91</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567.per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Mmabatho (STU) Ref No: Recruit 2021/477 (X2 Posts) DPP: Bloemfontein (STU) Ref No: Recruit 2021/478
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001

<u>APPLICATIONS</u>	:	DPP: Mmabatho e mail Recruit_2021477@npa.gov.za DPP: Bloemfontein e mail Recruit_2021478@npa.gov.za
<u>POST 30/92</u>	:	<u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	Bloemfontein Ref No: Recruit 2021/479 (X2 Posts) Port Elizabeth Ref No: Recruit 2021/480 (X2 Posts) Johannesburg Ref No: Recruit 2021/481 Mpumalanga Ref No: Recruit 2021/482 (X2 Posts) Cape Town Ref No: Recruit 2021/483
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: 051 410 6001 Port Elizabeth Nosiseko Mabaleka Tel No: 012 842 1465 Cape Town Francios Brandt Tel No: 021 487 7144 Johannesburg Takalani Mfuni Tel No: 011 220 4827 Mpumalanga Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	Bloemfontein e mail Recruit_2021479@npa.gov.za Port Elizabeth e mail Recruit_2021480@npa.gov.za Johannesburg e mail Recruit_2021481@npa.gov.za Mpumalanga e mail Recruit_2021482@npa.gov.za Cape Town e mail Recruit_2021483@npa.gov.za
<u>POST 30/93</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/484</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R 1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Cape Town (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998 or any other applicable legislation. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates Ability to

DUTIES

act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Francios Brandt Tel No: 021 487 7144
: e mail Recruit_2021484@npa.gov.za

POST 30/94

: **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY

: R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)

CENTRE

: CPP: Pietermaritzburg Ref No: Recruit 2021/504
: CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2021/505

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

DUTIES

: Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: CPP: Pietermaritzburg Thabsile Radebe 033 392 8753; CPP: Mitchells Plain
: Francios Brandt Tel No: 021 487 7144

APPLICATIONS

: CPP: Pietermaritzburg e mail Recruit_2021504@npa.gov.za
: CPP: Mitchells Plain (Khayelitsha) e mail Recruit_2021505@npa.gov.za

<u>POST 30/95</u>	:	<u>STATE ADVOCATE</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Pretoria Ref No: Recruit 2021/485 Durban Ref No: Recruit 2021/486 Mmabatho Ref No: Recruit 2021/487
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid Drivers licence. Professional and able to act independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Civil Litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture / confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft head of argument and policy documents on behalf of the unit. Keep up to date with legal developments.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638 Pretoria e mail Recruit_2021485@npa.gov.za Durban e mail Recruit_2021486@npa.gov.za Mmabatho e mail Recruit_2021487@npa.gov.za
<u>POST 30/96</u>	:	<u>STATE ADVOCATE (STU)</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Bloemfontein Ref No: Recruit 2021/488 (X2 Posts) DPP: Mmabatho Ref No: Recruit 2021/489 DPP: Pietermaritzburg Ref No: Recruit 2021/490
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years relevant work experience in advocacy and drafting. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records and statistics and reports. Assist in high profile matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DPP: Pietermaritzburg Thabsile Tel No: Radebe 033 392 8753
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail Recruit_2021488@npa.gov.za DPP: Mmabatho e mail Recruit_2021489@npa.gov.za DPP: Pietermaritzburg e mail Recruit_2021490@npa.gov.za
<u>POST 30/97</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DDPP: Port Elizabeth Ref No: Recruit 2021/491 (X2 Posts) DPP: Mmabatho Ref No: Recruit 2021/492 DPP: Johannesburg Ref No: Recruit 2021/493 (X3 Posts) DDPP: Bhisho Ref No: Recruit 2021/494
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9040 DPP: Johannesburg Khensane Manganye Tel No: 011 220 4266 DDPP: Bhisho Talita Raga Tel No: 040 608 6800
<u>APPLICATIONS</u>	:	DDPP: Port Elizabeth e mail Recruit_2021491@npa.gov.za DPP: Mmabatho e mail Recruit_2021492@npa.gov.za DPP: Johannesburg e mail Recruit_2021493@npa.gov.za DDPP: Bhisho e mail Recruit_2021494@npa.gov.za
<u>POST 30/98</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2021/495</u> National Prosecutions Service (Re advert)
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	CPP: Bloemfontein (Phuthaditjhaba)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide

investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	e mail Recruit_2021495@npa.gov.za
<u>POST 30/99</u>	:	<u>STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Cape Town Ref No: Recruit 2021/496 (X2 Posts) Johannesburg Ref No: Recruit 2021/497 Mpumalanga Ref No: Recruit 2021/498 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES</u>	:	Cape Town Francios Brandt Tel No: 021 487 7144 Johannesburg Takalani Mfuni Tel No: 011 220 4827 Mpumalanga Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	Cape Town e mail Recruit_2021496@npa.gov.za Johannesburg e mail Recruit_2021497@npa.gov.za Mpumalanga e mail Recruit_2021/498@npa.gov.za
<u>POST 30/100</u>	:	<u>DEPUTY DIRECTOR: HRM REF NO: RECRUIT 2021/499</u> Human Resources Management and Development
<u>SALARY</u>	:	R733 257 per annum (MMS Level 11), (Total Cost Package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum five years' experience in Human Resource Management of which three years must be working experience on a junior management level (salary level 9/10) dealing with the advertising of posts; public service remuneration; PERSAL/ HR information and PERSAL management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service

		administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Excellent knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Able to work independently and in a team. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Valid driver's license.
<u>DUTIES</u>	:	Manage the advertising of positions and related aspects. Dealing with remuneration matters for the National Prosecuting Authority for Public Service Act and NPA Act employees. Manage and coordinate the development of Human Resource Information Management systems and policies, i.e. framework and policy development. Manage and coordinate the development of HR Information Management strategic related reports, generate and consolidate monthly, quarterly and annual reports. Optimal utilisation of the PERSAL system in the NPA, the maintenance thereof and to provide reliable information to stake holders. Be the PERSAL Controller and oversee PERSAL activities, audits, etc. Oversee the HRM help desk, invoices and injury on duty matters. Manage the work flow and quality of output of the sub-directorate. People and resource Management. Respond to audit reports for the sub-directorate. Provide budget inputs.
<u>ENQUIRIES</u>	:	Jacobus Hayward Tel No: 012 845 6178
<u>APPLICATIONS</u>	:	e mail Recruit_2021499@npa.gov.za
<u>POST 30/101</u>	:	<u>SECURITY AND RISK SPECIALIST REF NO: RECRUIT 2021/500</u> Security Management Services
<u>SALARY</u>	:	R733 257 per annum (MMS Level 11), (Total Cost Package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Security Management/ Policing studies or equivalent. Security Advisory Course SSA will be an added advantage. Minimum of five years' experience of which three years must be working experience at a junior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the implementation of the security legislative framework in the Public Service including security policies (Minimum Information Security Standards and Minimum Physical Security Standards) as well as implementation of OHS legislation. Knowledge of security threat assessments and analysis. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the security functions in the NPA sub-divisional office (including coordination for the implementation of the OHS programs in the sub-division). Monitor the services of the contracted security service providers in terms of the service level agreement (SLA) for guarding and special services (close protection). Conduct preliminary investigative enquiries for security breaches and provide recommendations for security improvements to head office. Liaise regularly with the local security stakeholders for security advice (i.e SAPS, SASS, SSA, and DCS). Coordinate security services for the NPA high risk cases in the region. Conduct threat assessment to the NPA threatened officials and submit reports to the head office. Coordinate assessment for Threat & Risk Assessment (TRA) for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the sub-division. Facilitate and coordinate personnel security, classification of information as well as vetting administration.
<u>ENQUIRIES</u>	:	Lukas Pieterse Tel No: 012 845 6867
<u>APPLICATIONS</u>	:	e mail Recruit_2021500@npa.gov.za
<u>POST 30/102</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R733 257 per annum (MMS Level 11), (Total Cost Package)
<u>CENTRE</u>	:	Mmabatho Ref No: - Recruit 2021/501 (X2 Posts)

		Bloemfontein Ref No: Recruit 2021/502 Durban Ref No: Recruit 2021/503
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least 5 years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management and empowerment. People management and empowerment. Administration skills. Planning and organizing skills. Customer focus and responsiveness. Problem solving and Decision-Making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions with regard to case management.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Mmabatho e mail Recruit_2021501@npa.gov.za Bloemfontein e mail Recruit_2021502@npa.gov.za Durban e mail Recruit_2021503@npa.gov.za
<u>POST 30/103</u>	:	<u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1-SU-2)
<u>CENTRE</u>	:	CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2021/506 (Re-advert) CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2021/507 CPP: Witbank (Standerton) Ref No: Recruit 2021/508
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753 CPP: Mitchells Plain Francios Brandt Tel No: 021 487 7144 CPP: Witbank Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg (New Hanover) e mail Recruit_2021506@npa.gov.za CPP: Mitchells Plain (Bredasdorp) e mail Recruit_2021507@npa.gov.za CPP: Witbank (Standerton) e mail Recruit_2021508@npa.gov.za
<u>POST 30/104</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Bloemfontein (Thaba-Nchu) Ref No: Recruit 2021/509 CPP: Nelspruit Ref No: Recruit 2021/510 (Skukuza) Ref No: Recruit 2021/511 CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2021/512

	(Tsakane) Ref No: Recruit 2021/513 (Oberholzer) Ref No: Recruit 2021/514 CPP: Mthatha – Recruit 2021/515 (Mt Frere) Ref No: – Recruit 2021/516 (X3 Posts) CPP: Witbank (Secunda) Ref No: Recruit 2021/517 CPP: Middelburg Ref No: Recruit 2021/518 (Elukwatini) Ref No: Recruit 2021/519 CPP: Mmabatho (Molopo) Ref No: Recruit 2021/520 (X2 Posts) CPP: Pietermaritzburg Ref No: Recruit 2021/521 CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2021/522 CPP: Port Elizabeth Ref No: Recruit 2021/523
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	: CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 CPP: Nelspruit Tebogo M Mashile Tel No: 013 045 0686 CPP: Vaal Rand Tumisang Basiretsi Tel No: 012 351 6821 CPP: Mitchells Plain Francios Brandt Tel No: 021 487 7144 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753 CPP: Mthatha Linda Mankayi Tel No: 047 501 2607 CPP: Witbank and CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP: Mmabatho Flora Kalagosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	: CPP: Bloemfontein (Thaba-Nchu) e mail Recruit_2021509@npa.gov.za; CPP: Nelspruit e mail Recruit_2021510@npa.gov.za; (Skukuza) e mail Recruit_2021511@npa.gov.za; CPP: Vaal Rand (Sebokeng) e mail Recruit_2021512@npa.gov.za (Tsakane) e mail Recruit_2021513@npa.gov.za (Oberholzer) e mail Recruit_2021514@npa.gov.za CPP: Mthatha e mail Recruit_2021515@npa.gov.za (Mt Frere) e mail Recruit_2021516@npa.gov.za (3 Posts) CPP: Witbank (Secunda) e mail Recruit_2021517@npa.gov.za CPP: Middelburg e mail Recruit_2021518@npa.gov.za (Elukwatini) e mail Recruit_2021519@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit_2021520@npa.gov.za (2 Posts) CPP: Pietermaritzburg e mail Recruit_2021521@npa.gov.za CPP: Mitchells Plain (Khayelitsha) e mail Recruit_2021522@npa.gov.za CPP: Port Elizabeth e mail Recruit_2021523@npa.gov.za
<u>POST 30/105</u>	: <u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	: R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE</u>	: CPP: Polokwane (Phalaborwa) Ref No: Recruit 2021/524 CPP: Vaal (Sebokeng) Ref No: Recruit 2021/525 CPP: Pretoria Ref No: Recruit 2021/526 CPP: Kimberley Ref No: Recruit 2021/527 CPP: East London Ref No: Recruit 2021/528 (Re- advert)
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and

	complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	: Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	: CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285 CPP: Vaal & CPP: Pretoria Godfrey Ramakuella Tel No: 012 351 6808 CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539 CPP: East London Talita Raga Tel No: 040 608 6800
<u>APPLICATIONS</u>	: CPP: Polokwane (Phalaborwa) e mail Recruit_2021524@npa.gov.za CPP: Vaal (Sebokeng) e mail Recruit_2021525@npa.gov.za CPP: Pretoria e mail Recruit_2021526@npa.gov.za CPP: Kimberley e mail Recruit_2021527@npa.gov.za CPP: East London e mail Recruit_2021528@npa.gov.za
<u>POST 30/106</u>	: <u>ASSISTANT DIRECTOR: OPERATIONAL PLANNING AND SUPPORT RECRUIT 2021/529</u> Security Management Services
<u>SALARY</u>	: R470 040 per annum (Level 10), (Excluding Benefits)
<u>CENTRE</u>	: Head Office: Pretoria
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' experience in VIP protection and events management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the Minimum Information Security Standard, Minimum Physical Security Standard, Criminal Procedure Act, SASRIA Act; Intercepting and Monitoring Act, Protection of Information Act, National Archives Act, National Strategic Intelligence Act and other relevant acts and guidelines and policies regulating security within the Public Service. Knowledge and experience in managing projects. Assertive, innovative, reliable with sound investigative and analytical skills. Good interpersonal and presentation skills. Good planning and organizational skills. Problem solving and communication skills. Ability to work under pressure and meet deadlines. Reliable, tolerant and determined to work diligently. Ability to work independently. Willing to travel and work extended hours. Computer literacy in MS Word, Excel, Outlook, Project and PowerPoint. A valid driver's license.
<u>DUTIES</u>	: Coordinate mobile and static security during NPA high profile/risk cases and special events. Assist in the provision of mobile and static security during NPA high profile/risk cases and special events. Liaise with all relevant stakeholders. Coordination of the VIP function within the NPA. Assist the manager in all allocated projects within the NPA. Write reports. Operational Support and Security Management Services management. Conduct awareness programmes. Prepare operation plans for approval by the head. General administration within the Sub-Directorate.
<u>ENQUIRIES</u>	: Sikhumbuzo Sibiya Tel No: 012 845 6753
<u>APPLICATIONS</u>	: e mail Recruit_2021529@npa.gov.za
<u>POST 30/107</u>	: <u>PROTECTOR RECRUIT 2021/530</u> Office for Witness Protection
<u>SALARY</u>	: R470 040 per annum (Level 10), (Excluding Benefits)
<u>CENTRE</u>	: Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in VIP protection or equivalent. At least three years relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must have police, military or correctional service basic training. Must have successfully completed a SWAT or Tactical

Policing course. Must be competent in at least two official languages of which one must be English. Must be in possession of a Valid driver's license for a motor vehicle. Must be able to travel frequently and work outside normal office hours. Knowledge and experience of undercover work will be an added advantage. Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter and Batho Pele Principles. Knowledge of the functioning of the various levels of courts and the Criminal Justice System. Knowledge in cash handling and cash management. Knowledge of the Criminal Procedure Act, 1977, Knowledge of the Witness Protection Act, 1998 and knowledge of the PFMA, 1999. Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analyst test. Knowledge and experience in the implementation of the provisions of the Minimum Information Security Standards (MISS). Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving and fitness assessment.

DUTIES : Assist with admission of witnesses and related persons into the Witness Protection Programme. Ensure safety, wellbeing and management of witnesses and extended families. Court protections and consultations. Assist in the transformation of all facets of the Witness Protection Programme to enhance service delivery to vulnerable and intimidated witnesses and related persons, law enforcement and prosecution. Assist in developing best practice module aligned to Bill of Rights, Batho Pele and United Nations Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally. Office Administration.

ENQUIRIES : C Immelman Tel No: 053 807 4561
APPLICATIONS : e mail Recruit_2021530@npa.gov.za

POST 30/108 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/531**
National Prosecuting Services

SALARY : R376 596 per annum (Level 09), (Excluding Benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.

DUTIES : Supervise and direct the administration of finance and supply chain services. Provide human resource management and development services. Monitor the provision of administration support and document management services. Establish the smooth running of facilities management. Supervise staff. Monitor implementation of service benefits. Facilitate the administration of human resource development services. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.

ENQUIRIES : Phuti Mahanyeke Tel No: 012 845 6945
APPLICATIONS : e mail Recruit_2021531@npa.gov.za

POST 30/109 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/532**
National Prosecuting Services

SALARY : R376 596 per annum (Level 09), (Excluding Benefits)
CENTRE : DDPP: Thohoyandou
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in

	Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.
<u>DUTIES</u>	: Provide support to court administration, manage court rolls. Compile and submit court statistical data. Implement and ensure compliance with policies and procedures. Liaise with customer/ Stakeholders. Perform monthly inspection. Manage the provision of effective registry service. Develop and maintain reliable registers/ system to monitor the movement of files, official documents and faxes. Ensure proper case in opening and sorting of mail and parcel. Manage case files. Ensure the sign off closed files. Ensure proper control of franking machine as prescribed in PFMA. Manage Library Services. Ensure the effective management of library services. Ensure the reconciliation of books and facilitate the disposal thereof. Oversee the provision of messenger and switchboard services. Supervise staff.
<u>ENQUIRIES</u>	: Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	: e mail Recruit_2021532@npa.gov.za
<u>POST 30/110</u>	: <u>ASSISTANT DIRECTOR: FINANCE</u> Office for Witness Protection
<u>SALARY</u>	: R376 596per annum (Level 09), (Excluding Benefits)
<u>CENTRE</u>	: Northern Cape (Kimberley) Ref No: Recruit 2021/533 Mpumalanga(Emalahleni) Ref No: Recruit 2021/534 Limpopo (Polokwane) Ref No: Recruit 2021/535
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Finance. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Finance Management Act and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Knowledge of Witness Protection Act. Leadership, people management and empowerment. Knowledge of the constitution, Bill of Rights, National Prevention Strategy, Victims Charter and Batho Pele. Knowledge of the MISS document. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.
<u>DUTIES</u>	: Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions of covert accounts. Manage cash book and petty cash. Manage the provisioning of travelling and accommodation services. Responsible for financial reporting and administration. Managing of Office Administration, ensure all registers are up to date. Conduct assessment on individual staff reporting to the position. Conduct extensive communication as it relates to operations and management of finances. Work under pressure and ensure adherence to timelines.
<u>ENQUIRIES</u>	: Northern Cape (Kimberley) C Immelman Tel No: 053 807 4561 Mpumalanga (Emalahleni) JM Mtsweni Tel No: 013 692 2042 Limpopo (Polokwane) KR Tsubella Tel No: 012 845 6920
<u>APPLICATIONS</u>	: Northern Cape (Kimberley) e mail Recruit_2021533@npa.gov.za Mpumalanga (Emalahleni) e mail Recruit_2021534@npa.gov.za Limpopo (Polokwane) e mail Recruit_2021535@npa.gov.za

<u>POST 30/111</u>	:	<u>ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2021/536</u> Office for Witness Protection
<u>SALARY</u>	:	R376 596 per annum (Level 09), (Excluding Benefits)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Knowledge of Witness Protection Act. Apply elements of Supply Chain. Experience in Asset management, internal control and risk management. Experience in leasing of properties and lease contract management. Knowledge of Supply Chain Management Framework. Public Finance Management Act and National Treasury Practice Notes. Information Management. Knowledge of the constitution, Bill of Rights, National Prevention Strategy, Victims Charter and Batho Pele. Knowledge of the MISS document. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team. Manage office and operational assets. Manage operational vehicle fleet. Manage covert procurement services. Facilities management. Office Administration and Document Management. Assist to monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Assist to manage cash book and petty cash. Conduct assessment on individual staff reporting to the position. Conduct extensive communication related to operations and management of assets. Work under pressure and ensure adherence to timelines.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	C Immelman Tel No: 053 807 4561
<u>APPLICATIONS</u>	:	e mail Recruit_2021536@npa.gov.za
<u>POST 30/112</u>	:	<u>FINANCIAL ANALYST REF NO: RECRUIT 2021/537</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R376 596 per annum (Level 09), (Excluding Benefits)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial analysis or related. The ability to offer direction and leadership to a team of officials to ensure attainment of objectives. Seek opportunities to increase personal contribution and level of responsibility. Ability to perform administrative tasks efficiently, effectively and error free to provide a record of the activities/deliverables. Perform administrative tasks efficiently, effectively, and error free to provide a record of the activeness/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organize work, and distinguish between urgent and important tasks/activities. Must be able to achieve excellent in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure a highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.
<u>DUTIES</u>	:	Convert raw data into usable information. Provide administrative support with regard to financial information.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	email Recruit_2021537@npa.gov.za

<u>POST 30/113</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07), (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Vaal Rand (Vanderbijlpark) Ref No: Recruit 2021/539 DDPP: Durban Ref No: Recruit 2021/540 CPP: Welkom Ref No: Recruit 2021/541 CPP: Middelburg (Elukwatini) Ref No: Recruit 2021/542 CPP: Wynberg (Phillipi) Ref No: Recruit 2021/543
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Vaal Rand Bongane Msimanga Tel No: 012 351 6860 DDPP: Durban Siyanda Salman Tel No: 031 334 5272 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001 CPP: Wynberg Francios Brandt Tel No: 021 487 71444 CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	aCPP: Vaal Rand (Vanderbijlpark) e mail Recruit_2021539@npa.gov.za DDPP: Durban e mail Recruit_2021540@npa.gov.za CPP: Welkom e mail Recruit_2021541@npa.gov.za CPP: Middelburg (Elukwatini) e mail Recruit_2021542@npa.gov.za; CPP: Wynberg (Phillipi) e mail Recruit_2021543@npa.gov.za
<u>POST 30/114</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2021/544</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508.per annum (Level 07), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills. Exceptional computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. Valid driver's license.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique. Assist with the optimal usage of CPO's in High Court matters. Assist CPM with admin inspections, verification of CPO statistics. Compilation of provincial statistics – converting this information to graphs. Ensure uniformity of filing systems, administrative forms, and keeping forms updated and current. Provide weekly, monthly and quarterly statistical analysis to CPM. Send out Agenda's, take minutes and type minutes of meetings. Make vehicle and accommodation bookings. Any other tasks requested.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit_2021544@npa.gov.za

<u>POST 30/115</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pretoria Ref No: Recruit 2021/545 DDPP: Port Elizabeth Ref No: Recruit 2021/546
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll.
<u>ENQUIRIES</u>	:	DPP: Pretoria Confidence Mutshinyalo Tel No: 012 351 6760 DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail Recruit_2021545@npa.gov.za DDPP: Port Elizabeth e mail Recruit_2021546@npa.gov.za
<u>POST 30/116</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2021/547</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum ((Level 07), Excluding Benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Knowledge of PMDS and CORE. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. Innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Provide operation management services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts, by subordinates and self. HR Provisioning (Recruitment and selection, appointments, transfers, verification qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of service and service benefits. Termination of service. Ensure administration of training. Record and approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resources administration issues and statistics. Supervise staff. Allocate and ensure quality of work. Personnel development.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit_2021547@npa.gov.za
<u>POST 30/117</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/548</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07), (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Bhisho

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the DPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Talita Raga Tel No: 040 608 6800
	:	e mail Recruit_2021548@npa.gov.za
<u>POST 30/118</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/549</u> Specialized Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07), (Excluding Benefits)
	:	Mthatha
	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid drivers license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the managers budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood.
<u>ENQUIRIES APPLICATIONS</u>	:	Linda Mankayi Tel No: 047 501 2607
	:	e mail Recruit_2021549@npa.gov.za
<u>POST 30/119</u>	:	<u>VICTIM ASSISTANT OFFICER</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE</u>	:	R257 508.per annum (Level 07), (Excluding Benefits)
	:	Matatiele Ref No: Recruit 2021/550
	:	Butterworth Ref No: Recruit 2021/551
	:	Mthatha Ref No: Recruit 2021/552
	:	Lusikisiki Ref No: Recruit 2021/553
	:	Cradock Ref No: Recruit 2021/554
	:	Libode Ref No: Recruit 2021/555
	:	Metsimaholo Ref No: Recruit 2021/556
	:	Edendale Ref No: Recruit 2021/557
	:	Evander Ref No: Recruit 2021/558
	:	Ingwavuma Ref No: Recruit 2021/559
	:	Stanger Ref No: Recruit 2021/560
	:	Themba Ref No: Recruit 2021/561
	:	Ermelo Ref No: Recruit 2021/562

	De Aar Ref No: Recruit 2021/563;
	Galeshewe Ref No: Recruit 2021/564
	Springbok Ref No: Recruit 2021/565
	Potchefstroom Ref No: Recruit 2021/566
	Klerksdorp Ref No: Recruit 2021/567
	Mahikeng Ref No: Recruit 2021/568
	Taung - Recruit 2021/569
	Karl Bremer Ref No: Recruit 2021/570
	George Ref No: Recruit 2021/571
	Khayelitsha Ref No: Recruit 2021/572
	Worcester Ref No: Recruit 2021/573
	Paarl Ref No: Recruit 2021/574
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of rape care management. Working knowledge of court and police processes. Experience in a gender-based violence environment. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills. Ability to act independently.
<u>DUTIES</u>	: Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Assess and respond to the need o the victim and identify the victim's needs for counselling and specific services. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the Site Coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress on the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.
<u>ENQUIRIES</u>	: William Matlala Tel No: 012 845 6637
<u>APPLICATIONS</u>	: Matatiele e mail Recruit_2021550@npa.gov.za Butterworth e mail Recruit_2021551@npa.gov.za Mthatha e mail Recruit_2021552@npa.gov.za Lusikisiki e mail Recruit_2021553@npa.gov.za Cradock e mail Recruit_2021554@npa.gov.za Libode e mail Recruit_2021555@npa.gov.za Metsimaholo e mail Recruit_2021556@npa.gov.za Edendale e mail Recruit_2021557@npa.gov.za Evander e mail Recruit_2021558@npa.gov.za Ingwavuma e mail Recruit_2021559@npa.gov.za Stanger e mail Recruit_2021560@npa.gov.za Themba e mail Recruit_2021561@npa.gov.za Ermelo e mail Recruit_2021562@npa.gov.za De Aar e mail Recruit_2021563@npa.gov.za Galeshewe e mail Recruit_2021564@npa.gov.za Springbok e mail Recruit_2021565@npa.gov.za Potchefstroom e mail Recruit_2021566@npa.gov.za Klerksdorp e mail Recruit_2021567@npa.gov.za Mahikeng e mail Recruit_2021568@npa.gov.za Taung e mail Recruit_2021569@npa.gov.za Karl Bremer e mail Recruit_2021570@npa.gov.za George e mail Recruit_2021571@npa.gov.za Khayelitsha e mail Recruit_2021572@npa.gov.za Worcester e mail Recruit_2021573@npa.gov.za Paarl e mail Recruit_2021574@npa.gov.za
<u>POST 30/120</u>	: <u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY CENTRE</u>	: R173 703 per annum (Level 05), (Excluding Benefits) : CPP: Nelspruit (Bushbuckridge) Ref No: Recruit 2021/575

<u>REQUIREMENTS</u>	:	DDPP: Bhisho Ref No: Recruit 2021/576
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	DDPP: Bhisho Talita Raga Tel No: 040 608 6000 e mail CPP: Nelspruit (Bushbuckridge) e mail Recruit_2021575@npa.gov.za DDPP: Bhisho e mail Recruit_2021576@npa.gov.za
<u>POST 30/121</u>	:	<u>ADMINISTRATIVE CLERK</u> Asset Forfeiture Unit
<u>SALARY CENTRE</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
	:	East London (Mthatha) Ref No: Recruit 2021/577
	:	Johannesburg Ref No: Recruit 2021/578
	:	Polokwane Ref No: Recruit 2021/579
	:	Durban Ref No: Recruit 2021/580
	:	Cape Town Ref No: Recruit 2021/581
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Record, organize, store, capture and retrieve correspondence and date. Handle routine enquiries. Make photocopies and distribute documents to various stakeholders as required. Keep and maintain the filing system. Type letters and /or other correspondence when required. Arrange travelling and accommodation. Check correctness of subsistence and travel claims and submit for approval. Submit procurement requirements.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	East London (Mthatha) e mail Recruit_2021577@npa.gov.za Johannesburg e mail Recruit_2021578@npa.gov.za Polokwane e mail Recruit_2021579@npa.gov.za Durban e mail Recruit_2021580@npa.gov.za Cape Town e mail Recruit_2021581@npa.gov.za
<u>POST 30/122</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/582</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
<u>REQUIREMENTS</u>	:	CPP: Vaal Rand (Sebokeng)
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Godfrey Ramakuela Tel No: 012 351 6808
	:	e mail Recruit_2021582@npa.gov.za
<u>POST 30/123</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/583</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
	:	DPP: Grahamstown
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refers to the calls to the correct role players. Type documents for the office. Operate office equipment like fax machines and photo copiers. Ensure liaison with finance office with regard to travel and logistical arrangements for meetings and events. Record incoming and outgoing documents. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Take minutes during meetings, draft routine correspondence. Maintain an accessible and user - friendly filing system. Liaise with other offices of the NPA and administration with regard to all matters pertaining to the administrative functions of the offices.
<u>ENQUIRIES APPLICATIONS</u>	:	Mzakayise Toni Tel No: 046 602 3000
	:	e mail Recruit_2021583@npa.gov.za
<u>POST 30/124</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/584</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703.per annum (Level 05), (Excluding Benefits)
	:	DPP: Grahamstown
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide administrative support to the office. Record incoming and outgoing documents. Capturing of date from to electronic registers. Check for correct referencing before capturing. Receive files from document center for checking and capturing. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the managers and legal staff. Ensure incoming correspondence is processed correctly and relevant case information with regard to flow of cases are recorded and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails i.r.o cases administered. Ensure efficient and accurate capturing of details in case registerers electronically. istrative functions of the offices.
<u>ENQUIRIES APPLICATIONS</u>	:	Mzikayise Toni Tel No: 046 602 3000
	:	e mail Recruit_2021584@npa.gov.za

<u>POST 30/125</u>	:	<u>ADMINISTRATIVE CLERK (ENFORCEMENT) REF NO: RECRUIT 2021/585</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent problem-solving skills. Good analytical skills. Document administration, writing skills and task time management skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.
<u>DUTIES</u>	:	Provide general clerical support services. Receive and open files for curator account. Make copies, send faxes and emails. Capture and stamp incoming Curator accounts on the register. Capture and update spreadsheets and registers. Record invoices and forward for payment. Maintain registers for incoming and outgoing correspondence. Provide Asset Management services. Obtain copies of court orders. Provide administrative support with regards to Unfulfilled cases. Maintain all records for unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and update a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Conduct age analysis of long outstanding unfulfilled cases and report to Enforcement Officer.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit_2021585@npa.gov.za
<u>POST 30/126</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/586</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent problem-solving skills. Good analytical skills. Document administration, writing skills and task time management skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in finance, human resources, procurement and logistical services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit_2021586@npa.gov.za
<u>POST 30/127</u>	:	<u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/587</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Grahamstown
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Human Resources Management in the public service. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES</u>	:	Mzikayise Toni Tel No: 046 602 3000
<u>APPLICATIONS</u>	:	e mail Recruit_2021587@npa.gov.za

<u>POST 30/128</u>	:	<u>REGISTRY CLERK REF NO: RECRUIT 2021/588</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703.per annum (Level 05), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Cape Town (X5 Posts)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e-mail Recruit_2021588@npa.gov.za
<u>POST 30/129</u>	:	<u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2021/589</u>
<u>SALARY</u>	:	R145 281 per annum (Level 04), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Experience in switchboard and administrative functions will be an added advantage. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. Maintain telephone lists.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 012 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit_2021589@npa.gov.za
<u>POST 30/130</u>	:	<u>DRIVER MESSENGER REF NO: RECRUIT 2021/590</u> National Prosecutions Service
<u>SALARY</u>	:	R145 281 per annum (Level 04), (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the Eastern Cape. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES</u>	:	Aniswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	e mail Recruit_2021590@npa.gov.za

NATIONAL TREASURY

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



- APPLICATIONS** : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>
- CLOSING DATE** : 14 September 2021 at 12:00 pm.
- NOTE** : The National Treasury effective from 7 April 2021 now utilises an e-Recruitment system which means all applicants must login/register to apply for positions, we no longer accept applications via email or hand delivered/post. Certain documentations will still be required to be uploaded on the system such copies need not be certified at point of application (ID, Qualification etc.) however will be required prior to attending interviews. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned post/ to put on hold a position and/or to re-advertise a post.

MANAGEMENT ECHELON

- POST 30/131** : **DIRECTOR: CORPORATE LAW REF NO: S030/2021**
 Division: Office of the Director-General (ODG)
 Purpose: To provide opinions on general legal matters and advice pertaining to corporate-, commercial law matters and matters relating the National Treasury's obligation to the Minister of Finance.
- SALARY** : R1 057 326 per annum, (all-inclusive remuneration package) (12 Calendar Months fixed term contract)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree in Law/LLB, A post graduate qualification will be an added advantage, Admission as an Attorney, A minimum of 6 years' post admission experience obtained at a middle management level in corporate and commercial law, Experience in legal drafting, interpretation of statutes, Research skills, Strategic and analytical thinking, People management skills, Computer literacy and a valid driver's, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.
- DUTIES** : Some key Outputs include: Provide opinions on legal matters concerning the National Treasury obligations, Draft and / or vet legal documents on behalf of the National Treasury and the Minister of Finance, Draft or vet and negotiate loan agreements entered into by the National Treasury or state entities requiring government guarantees, Provide legal advice on transactions to be entered into by the National Treasury, Liaise with government stakeholders for purposes of concluding transactions, Provide legal input on reports, correspondence and other documents, Provide advice on financial regulation matters, Provide legal input on litigation matters, Maintain databases of all contracts, Provide legal inputs on strategic plans and annual reports, Conduct and coordinate research into a variety of legal issues.

ENQUIRIES : Only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

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

CLOSING DATE
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 copies of all qualification/s and ID document. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 Senior Court Interpreter: High Court Thohoyandou, Ref No: 2021/171/OCJ advertised on DPSA Circular 26 with a closing date of 16 August 2021 has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

<u>POST 30/132</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2021/180/OCJ</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	A Three-year National Diploma/B Degree in Security Management, Security Risk Management or in Social Sciences that is security related. Minimum of five (5) years relevant experience of which three (3) years should be at supervisory level. Experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments). Security services. Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. PSIRA. Grade A-registered will be an added advantage. Skills and Competencies: Sound written and verbal communication skills. Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act. Management of Public funds. Contract management skills. Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.
<u>DUTIES</u>	:	Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the Department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks. Respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution's assets including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution, optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and Managers, employees and public. Maintain database of security related information to assist in strategic decisions and management. Manage, coordinate and oversee the provision of close, in-transit and static protection services. Manage and coordinate capacity building and security awareness programmes. Implementation of the department's security policy and standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.
<u>ENQUIRIES</u>	:	Ms S Tshidino/Ms. B Rakgotho Tel No: (010) 493 2500
<u>POST 30/133</u>	:	<u>SENIOR HR OFFICER REF NO: 2021/181/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Grade 12 plus a three year National Diploma/Degree in Human Resource Management/Public Management/Public Administration or an equivalent qualification. Three (3) years' experience in all functions of Human Resource Management within the public Sector. Knowledge of PERSAL and HR utilization will be an added advantage. A valid driver's licence. Skills and Competencies: Computer literacy, knowledge of the relevant Human Resource Management Legislation/Directives, Knowledge of PERSAL system. Good communication skills(written and verbal), planning and organizing skills, problem solving skills, supervisory and leadership skills, time management, confidentiality and ability to work under pressure and adhere to deadlines.
<u>DUTIES</u>	:	Supervise, plan and coordinate the activities of the HR officers to contribute to the rendering of a professional human resource management service e.g

		Personnel Development, Performance Management , Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical Aid, Injury on duty, termination long service recognition, overtime, relocation, pension allowances and HR provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probation reports etc). address human resource management practices, inform, guide and advise the department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices, approve transaction on Persal according to delegations. Prepare reports on Human Administration issues and statistics.
<u>ENQUIRIES</u>	:	Ms. T Mbalekwa Tel No: (011) 355 0404
<u>POST 30/134</u>	:	<u>ADMINISTRATION CLERK REF NO: 2021/182/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court Gauteng Division: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Experience in Clerical/Administration functions will be an added advantage. Skills and Competencies: Computer skills, good communication skills (Written and verbal), good interpersonal and Public Relation skills, Ability to work under pressure.
<u>DUTIES</u>	:	Render efficient and effective support service to the Court, render counter service duties/functions, document management.
<u>ENQUIRIES</u>	:	Ms. T Mbalekwa Tel No: (011) 355 0404
<u>POST 30/135</u>	:	<u>ADMINISTRATION CLERK REF NO: 2021/183/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A three year National Diploma/Degree in Logistics/Transport Management/Public Management and Administration will serve as an added advantage. A valid driver's licence. Skills and Competencies: Good communication skills(verbal and written),Computer literacy, good interpersonal skills, good administration and organisational skills, Customer service skills, Ability to work under pressure, Attention to detail.
<u>DUTIES</u>	:	Transport and logistics duties, managing of Judges Vehicles and government vehicles, procurement of goods and services. Compiling and capturing of sundry and purchase order payments using JYP and BAS systems. Facilitate human resource management transactions, filing, leave and performance management documents on PERSAL system.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 492 4573

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

<u>CLOSING DATE</u>	:	13 September 2021
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp . "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POSTS

<u>POST 30/136</u>	:	<u>DEPUTY DIRECTOR: OPERATIONS DESIGN REF NO: DPSA 36/2021</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (An all-inclusive remuneration package Annual progression up to a maximum salary of R1 023 645 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF 7 qualification in the Public Administration, Organisational Development or related fields. Minimum of 3-5 years' experience at a middle management level. 6-10 years functional experience in operations management practices related to service delivery modes and models, business process management, standard operating procedures, service standards and service charters. Must have effective Strategic thinking, Project and Programme management, Team Leadership. Very good written and verbal communication, analytical thinking, research, problem solving and policy development skills. Ability to apply information technology and communication management. Proven policy development experience. Advanced knowledge of theories, governmental policies and processes pertaining to operations management. Thorough knowledge of the laws, regulations and practices applicable to operations management in the Public Service, in particular – Public Service Act, 1994 (as amended); Public Service Regulations, 2016; The Constitution, 1996. DPSA policies and prescripts related to Operations Management in the Public Service.
<u>DUTIES</u>	:	To develop policy, norms and standards, frameworks, guidelines and toolkits, to implement and maintain the Operations Management Framework. Provide advice to national and provincial stakeholders on the implementation of the Operations Management Framework. Manage the implementation Business Process Modernisation programme. Provide technical support to national, provincial departments and institutions on the implementation of Operations Management Framework. Provide support to monitor, evaluate and report on the institutionalisation and implementation of the Operations Management

		Framework in National and Provincial Departments. Maintenance of a functional web-enabled system on Operations Management.
<u>ENQUIRIES</u>	:	Ms. N. Pillay Tel No: (012) 336 1334
<u>APPLICATIONS</u>	:	E-Mail To: advertisement36@dpsa.gov.za
<u>POST 30/137</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: DPSA 35/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08). Annual progression up to maximum salary of R373 167 per annum is possible subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B. Degree in Management Accounting or equivalent qualification at NQF level 7. Minimum 5 years in Management Accounting with 2 years supervisory experience. Sound knowledge of Public Finance Management Act, Treasury Regulation, Practices and Procedures. Numerical, Financial management and Analytical skills, Problem solving, Team work, Written and verbal communication, Decision making, Knowledge of Basic Accounting System, Computer literacy, Excel, MS word and PowerPoint.
<u>DUTIES</u>	:	To develop internal prescripts (Policies, Norms and Standards, Directives, Circulars, Frameworks and Guidelines) in line with departmental standards and submit for approval by the relevant authority. Conduct long term financial planning by compiling budgets in line with the National Treasury budget processes. Compile and implement monthly forecasts. Advise Programme and Responsibility managers with regard to allocation, additional re-allocation, approval of budgets and other budgetary matters. Monitoring and reporting on expenditure trends. Compile inputs to Interim and Annual Financial Statements and Annual Report. Develop systems to monitor and implement compliance of designed and maintained internal prescripts, systems and processes. Ensure monitoring is conducted and reported quarterly and evaluations annually. Escalate non-compliance to the Deputy Director: Financial Management. Manage subordinate within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. Revolution Madingwane Tel No: (012) 336 1116
<u>APPLICATIONS</u>	:	E-Mail To: advertisement35@dpsa.gov.za

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 The Correct Regional Office/Centre:
Head Office Applications: 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.
Pretoria Regional Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Mr. SS Mdlaka
Polokwane Regional Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa
Nelspruit Regional Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr. E Nguyuzu

CLOSING DATE

- : 10 September 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. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must be clearly capture the requirements for the certification to reflects that applicants must submit copies of qualifications, identity documents, and driver's license (Where applicable) and any other relevant documents, such copies need not to be certified when applying for the post. The communication form the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to be furnished additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

ERRATUM Kindly note that the following posts was advertised in Public Service Vacancy Circular 26 dated 16 July 2021, (1) Cleaner: Facilities Management Ref No: 2021/236 (X4 posts), was advertised without the placement centres, the positions will be withdrawn and re-advertised with the correct placement centres. Kindly note that the following posts was advertised in Public Service Vacancy Circular 28 dated 13 August 2021, (2) Assistant Director: Occupational Health and Safety Officer: Electrical/Building/Mechanical Ref No: 2021/259, was advertised with different disciplines for only (one) 1 position, The correct discipline is as follows: Electrical. (3) Senior Admin Officer: Logistics (Travel Contract Management) Logistical Services Ref no: 2021/264, have been withdrawn. (4) Admin Officer: Immovable Asset Register (36 Months Contract) Ref No: 2021/268-Ref no: 2021/276 A-E, was advertised with mixed reference numbers mentioned above, the positions will be withdrawn and re-advertised with the correct reference numbers.

OTHER POSTS

<u>POST 30/138</u>	:	<u>DEPUTY DIRECTOR: IAR ACCOUNTING REF NO: 2021/279</u> (36 Months Contract)
<u>SALARY</u>	:	R869 007 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three tertiary qualification (NQF level 6) in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Appropriate relevant working experience in Asset Management, financial reporting and project management. Experience in financial reporting for immovable assets in line with the relevant GRAP standards will be an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Perform regular review and assessments of Immovable Asset Register Management policies and procedures to ensure that they are aligned to the GRAP standards, GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance. Identify completed projects for capitalisation. Design and manage a plan for physical verification of completed projects. Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers. Apply deemed cost on properties (transfer, additions etc.). Perform monthly reconciliations for itemised billing, Assets Under Construction, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Analyse audit reports and develop audit remediation plans. Implement audit plans and respond to audit queries. Manage, coach and monitor performance of subordinates.
<u>ENQUIRIES</u>	:	Mr. S Sokhela Tel No: (012) 406 1143
<u>POST 30/139</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2021/280</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Pretoria Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Security Management field discipline. Appropriate minimum relevant supervisory and management experience in the field of Security. SSA Security Management/Advisor course. Valid code B or C1 driver's license. Knowledge of: relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. National and Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Understanding of the Security cluster environment State Security Agency (SSA), South African Police Service (SAPS). Security breaches and investigations. Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organizing. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance.
<u>DUTIES</u>	:	Manage the Total Security Function Including; access control and physical security measures. Ensure the development and implementation of information strategy for the department. Management of contracted private security service providers. Co-ordination of vetting and screening. Investigation of security breaches. Manage performance, maintain discipline, and ensure training and development of the security staff.
<u>ENQUIRIES</u>	:	Ms. T Phiri Tel No: (012) 406 1116
<u>POST 30/140</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REGIONS REF NO: 2021/281</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Internal Auditing /Accounting or equivalent. Chartered Accountant (CA) / Professional Internal Auditor (PIA) /Certified Internal Auditor (CIA) and a practicing Internal Auditor with appropriate relevant experience. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of IIA. Knowledge of Teammate and driver's license will be an added advantage. Prepared to be subjected to security clearance.
<u>DUTIES</u>	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.
<u>ENQUIRIES</u>	:	Mr. B Modise Tel No: (012) 406 1472
<u>POST 30/141</u>	:	<u>ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2021/282</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Public Management and/or any Property-related qualification, Relevant experience in the property industry, Professional registration will be an advantage, Knowledge or understanding of the PFMA, Property Act, Expropriation Act and other property-related legislation, Understanding of Government land reform policies and programmes, Knowledge or understanding of the procurement system of Government, Analytical ability, Strong communication skills, both written and verbal, Good interpersonal skills, Computer literacy.
<u>DUTIES</u>	:	As part of the Accommodation Delivery Unit in the Region, the Unit is responsible for property asset acquisition and disposal in the form expropriations, prescriptions, donations and exchanges, including the vesting of all State properties. Manage the Expropriations, Donations & Property Vesting (Acquisition & Disposal) Unit in the Region. Represent the Department in the Provincial State Land Disposal Committee. Ensure that all State properties acquired via methods other than construction, leasing and buying are vested in the name of the State. Attend to all property transfers, registrations and expropriations. Develop and implement a property asset disposal plan with financial forecasts included where applicable. Ensure that property asset disposals support the financial and governmental socio-economic objectives, especially land reform and land restitution. Develop and implement an integrated system to record and monitor all acquisition and disposal transactions. Manage property rights. Coach and develop personnel falling under the Unit.
<u>ENQUIRIES</u>	:	Ms. N Gqomo Tel No: (041) 408 2078
<u>POST 30/142</u>	:	<u>ASSISTANT DIRECTOR: CLEANING SERVICES (FACILITIES MANAGEMENT) REF NO: 2021/283</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration or related qualifications with appropriate experience. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' license. Computer literacy. Knowledge or understanding of the Government. Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.
<u>DUTIES</u>	:	Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.
<u>ENQUIRIES</u>	:	Mr. N Malitsha Tel No: (015) 291 6447
<u>POST 30/143</u>	:	<u>ASSISTANT DIRECTOR: IAR REPORTING REF NO: 2021/284</u> (36 Months Contract)
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers license, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management

		skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.
<u>DUTIES</u>	:	Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.
<u>ENQUIRIES</u>	:	Mr. S Sokhela Tel No: (012) 406 2043
<u>POST 30/144</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION REF NO: 2021/285</u> (Re-Advertisement: People who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Finance/ Procurement or related field plus relevant supervisory level experience in Supply Chain Management and Procurement Management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Manage and supervise the Procurement Office. Co-ordinate the procurement and processing of bids. Scrutinise specifications. Co-ordinate the compilation agenda for the Bid and Sub-bid Committees. Compile accurate minutes of the proceedings of the bid and sub-bid committees. Advise the Bid and Sub-bid Committees on procurement processes and prescripts. Assist the Head of SCM on all on all Procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decisions made by sub-bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub-bid Committees of all decisions taken. Maintain records for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinising bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM. Manage and supervise subordinates.
<u>ENQUIRIES</u>	:	Mr. M Ntshani Tel No: (015) 291 6444
<u>POST 30/145</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2021/286</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Finance, Supply Chain Management, Public Management and Logistics Management or equivalent qualification, in the relevant field plus substantial and Administrative and appropriate experience in Supply Chain Management. Experience and knowledge of PFMA, National Treasury Regulations, PPPFA, BBBEE etc. Good communication skill (verbal and written) and computer literacy. Should be able to work in teams and independent. Willing to go an extra mile to ensure delivery of services within the required period. Person is expected to work under pressure at all time when need arise.
<u>DUTIES</u>	:	Manage the supply chain management (procurement) functions or responsibilities. Ensure implementation of policies. Procurement directives or delegations provide advice on supply chain management, bid committees and employees. Assist with the development and implementation of the

		Procurement Plan of the Regional office. Develop and maintain data base on all service providers, including the establishment of Panels. Provide advisory and secretarial services (Check quality of submissions to the bid committees. Ensure that the agenda for Bid is prepared and distributed in time). Monitors operational planning and work organization for the unit. Manage the sectional budget. Coordinate and administer the bid and quotation processes. Manage the staff of the unit. Check the correctness of the minutes. Update reports on deviations, quotations, and bids on a monthly basis. Prepare weekly and monthly reports. Update SCM systems for reporting purposes.
<u>ENQUIRIES</u>	:	Mr. MV Mbukushe Tel No: (013) 753 6399
<u>POST 30/146</u>	:	<u>CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2021/287</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Mechanical Engineering, or N3 plus trade test in one of the following: Boiler Making, HVAC, Refrigeration and Lift Mechanic. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver's license. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.
<u>DUTIES</u>	:	Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.
<u>ENQUIRIES</u>	:	Mr. M Ntshona Tel No: (041) 408 2307
<u>POST 30/147</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: UTILISATION & CONTRACTS ADMINISTRATION REF NO: 2021/288</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Real Estate or Property Management, Public Administration, Public Management. Experience in property management and immovable assets register. Knowledge of Government procurement processes, contractual policies and procedures. Debtor's Management. Knowledge of property-related legislation. Valid driver's license. Willingness to travel extensively and to work irregular hours. Negotiation skills. Computer literacy.
<u>DUTIES</u>	:	Physically verification of state properties. Ensure the optimal utilisation of State properties. Supervise, maintain and update the Property Management Information, System and fixed asset register. Liaise with clients to determine their property requirements. Handle administration processes pertaining to property-related contracts and agreements. Investigate illegal or unlawful occupations of State property. Vesting. Debtor's management. Supervise staff.
<u>ENQUIRIES</u>	:	Mr. R Taai Tel No: (041) 408 2080
<u>POST 30/148</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ACQUISITION (SCM) REF NO: 2021/299</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Procurement / Purchasing Management or Logistics with relevant extensive experience in Procurement/ Acquisition Management. Knowledge of supplier database. Proven knowledge of Government procurement procedures and

regulations. Knowledge of procurement systems such as tender procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, and procurement delegations. High level of computer literacy; interpersonal, co-ordinating and organising skills; confidentiality and reliability; ability to work under tight deadlines and pressure. Good communication skills (verbal and written).

DUTIES : Facilitate all tender/quotations administration transactions. Compile accurate minutes of the proceedings of Bid Committees meetings. Ensure advertising of bids on the Government Tender Bulletin and other media. Monitor the validity of bids until award stage. Advise and guide the specification and evaluations committees. Prepare scoring model/ tender recommendations. Ensure that tender/quotation documents comply with standard operating procedures. Evaluate bids and prepare evaluation reports. Attend to queries on tender administration phase. Receive and check all submissions to SCM committees. Check compliance on submissions to SCM committees. Communicate queries on submissions discussed by SCM committees. Keep correct records on SCM committee decisions. Advise and guide specification and evaluation committees. Provide information for quarterly and annual reports. Provide information on Audit queries. Supervise Admin Officer/s within the Unit. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM.

ENQUIRIES : Mr. M.L Serepo Tel No: (015) 293 8003

POST 30/149 : **ADMINISTRATIVE OFFICER: SCREENING SERVICES REF NO: 2021/290**

SALARY : R257 508 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Management or Administration. Appropriate relevant experience in Security, screening duties, valid driver's license. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, Financial administration, Risk management, Screening techniques, Interviewing techniques. Skills: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical Skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements. Must be prepared to travel, Driver's license.

DUTIES : Analyse and evaluate security screening reports, Conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.

ENQUIRIES : Mr. T Nolusu Tel No: (012) 406 1631

POST 30/150 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS-REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2021/291**

SALARY : R257 508 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Property Management, Real Estate, Property Law, Financial Management or B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives of forms of acquisition

<u>DUTIES</u>	:	of property (expropriation, common law and prescriptions etc) negotiation skills. A valid driver's license is a must have. Willingness to travel extensively. Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
<u>ENQUIRIES</u>	:	Ms. R Jacobs Tel No: (041) 408 2302
<u>POST 30/151</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2021/292</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Logistic, Transport Management, Public Administration, Public Management or equivalent qualification. Appropriate working experience in Transport Management. Sound Knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, PFMA, SCM Policy, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of standard charts of Account (SCOA) and applicable financial business system (LOGIS and BAS or SAGE). Excellent verbal and written communication skills, problem solving, Analytical skills and Computer Literacy. An ability to handle confidential information. A Valid Driver's License. Clientele/ customer relation's skills, good interpersonal skills, decision making skills, presentations skills (including report writing) hard working and highly motivated. Ability to work effectively and efficiently under pressure, willing to adapt to work schedule in accordance with directorate's requirements.
<u>DUTIES</u>	:	Ensuring day to day Management and maintenance of Fleet vehicles. Verify monthly kilometres travelled before approval for payment. Authorize trip itineraries. Receive and certify invoices for processing of monthly payments. Verify and process subsistence and transport claims. Ensure safe parking of fleet. Maintain records of drivers license, trip authorisation files, etc. ensure service maintenance of vehicles. Redirect traffic fines. Prevent misuse of fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt.
<u>ENQUIRIES</u>	:	Mr. J Mtsweni Tel No: (013) 753 6344
<u>POST 30/152</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER</u> (36 Months Contract) (Re-Advertisement: people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria) Ref No: 2021/293 A (X1 Post) Pretoria Regional Office Ref No: 2021/293 B (X1 Post) Mmabatho Regional Office Ref No: 2021/293 C (X1 Post) Polokwane Regional Office Ref No: 2021/293 D (X1 Post) Bloemfontein Regional Office Ref No: 2021/293 E (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable

		Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<u>ENQUIRIES</u>	:	Mr. S Sokhela Tel No: (012) 406 1143/2043
<u>APPLICATIONS</u>	:	for these posts should be forwarded to: 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.
<u>FOR ATTENTION</u>	:	Ms. N.P. Mudau
<u>POST 30/153</u>	:	<u>TRADESMAN AID: PLUMBER REF NO: 2021/294 (X3 POSTS)</u>
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	Polokwane Regional Office (Hoedspruit Workshop)
<u>REQUIREMENTS</u>	:	A Junior certificate, ABET level 3 or equivalent qualification. (N3/ NCV 4 in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.
<u>DUTIES</u>	:	Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.
<u>ENQUIRIES</u>	:	Mr. A Radebe Tel No: (015) 291 6300
<u>POST 30/154</u>	:	<u>CLEANER: CLEANING SERVICES (PEDDIE) REF NO: 2021/295</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.
<u>DUTIES</u>	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture Cleaning windows, doors and walls, vacuuming offices and stripping floors.
<u>ENQUIRIES</u>	:	Mr. Z. Nqana Tel No: (041) 408 2356

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms A Schoombee
- CLOSING DATE** : 10 September 2021
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable however from 1 January 2021, a new application for employment (Z83) form will be effective. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms A Schoombee. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 30/155** : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: P1/A/2021**
(Five-year fixed term contract)
- SALARY** : R1 978 533 per annum, plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment

**CENTRE
REQUIREMENTS**

and thereafter on an annual basis.

- : HSRC Building, Pretoria
- : An undergraduate qualification (NQF level 7) and a post graduate qualification preferably in public administration/development/social sciences (NQF level 8) as recognised by SAQA plus 8 – 10 years of experience at senior managerial level of which at least 3 years' experience must be within any organ of State as defined in the Constitution Act 108 of 1996. Knowledge of the Public Service Legislation. Knowledge and understanding of the relevant legal framework. Competencies: Strategic capability and leadership. Programme and project management. People management and empowerment. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication. Attributes: Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community.

DUTIES

- : Key Responsibilities: Overall management and administration of the Department through the provision of strategic leadership, policy and legislative development; Oversee the provision and implementation of comprehensive social security, social welfare services and community development programmes; Ensure effective corporate governance through financial compliance, risk management, systems and procedures; Ensure adequate resourcing for the department and capacity for implementation of its mandate. Develop effective strategies for the implementation and attainment of the seven priorities of Government with particular attention to women, youth and persons with disability; Effective stakeholder management by supporting Provincial Departments, Non-Governmental Organisations, community-based organisations; Provision of effective oversight of entities reporting to the Minister. Provide technical support to Minister. Preparation of strategic reports for submission to Minister and Parliament.

**ENQUIRIES
NOTE**

- : Mr D Chinappan Tel No: (012) 312-7504
- : In terms of the Department's employment equity targets, Coloured and White males and African, Indian and White females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

- APPLICATIONS** : recruitment@dsac.gov.za Please quote the reference number in the heading/ subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/ reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted.
- CLOSING DATE** : 15 September 2021 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified persons to apply for the following position. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be considered. Ensure that you sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed and initialled will be deemed a regret. All sections of the Z83 must be completed. The application form should be accompanied by a recent comprehensive CV; with three contactable referees (telephone numbers and email addresses must be indicated); Applicants must submit copies of qualifications (Matric certificate and other educational qualifications), Identity Document and Drivers licence (where required). Such copies need not be certified when applying for a post. Only send documents related to the requirements in the advert. Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. Short-listed candidates must avail themselves for an interview on a date, time at the venue/ method to be determined by the Department. Interviews will/ may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments. Employment Equity: It is the Department's intention to promote equity (race, gender and disability) through the filling of this position with candidates whose transfer / promotion / appointment will promote representivity. Therefore, African Males, Coloured Males, Indian Males and Indian Females and people with disabilities are encouraged to apply.

OTHER POST

<u>POST 30/156</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR- 6) REF NO: DSAC-10/08/2021</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum. (Salary will be in accordance with Occupational Specific Dispensation (OSD) applicable to Legally Qualified Personnel)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree; At least 8 years' appropriate post qualification legal experience; Knowledge of Government policies, procedures, regulations and laws; Experience in Stakeholder Management; Ability to conduct research; Proven communication skills including report writing; Proficiency in MS Office (Word, Excel and PowerPoint); Ability to function independently and to perform under pressure; Valid driver's license.
<u>DUTIES</u>	:	The purpose of this position is to render legal advisory services; Assist with provision of general legal support services and advice to the Ministry and the Department; Conduct legal research on the applicable legislation, case law and draft legal opinions; Consult with the State Attorney / private Attorneys/ relevant officials where necessary; Interpret and comment on legal opinions received from the Office of the State Attorney/ private attorneys where relevant; Attend to Legal Service Parliamentary questions; Attend to Legal Services Promotion of Access to Information Act (PAIA) requests; Assist with contract drafting, vetting and management within the Ministry and the Department; Manage contracts from both the Ministry and the Department by drafting or vetting addenda or variations before contracts expire; Consult and draft necessary notices of breach of contracts and or cancellations of the contracts where applicable; Assist with the management of litigation cases for the Ministry and the Department; Draft and submit new instructions letters to the State attorney/ private attorneys to defend/ settle any litigation matters raised against the department; Attend consultations with the State Attorney/ private attorneys or other stakeholders on all legal matters; Prepare litigation reports for the Risk and Audit Committees; Assist with the management of the Departments Legislative programme; Assist with IP registrations and the updating of the IP register.
<u>ENQUIRIES</u>	:	Post-related: Mr AK Manthata Tel No: (012) 304 5000 General: Ms J Boonzaaier Tel No: (012) 441 3230

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.
- CLOSING DATE** : 13 September 2021
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please Note: Correspondence will only be entered into with short-listed candidates.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 28 dated 13 August 2021, The Requirements have been amended as follows: Director: Risk Management: (Pretoria) with Ref No: DOT/HRM/2021/60; A recognised NQF level 7 in Risk Management or Auditing as recognized by SAQA and SMS pre-entry certificate with a minimum of five (5) years' experience at Middle Management Level in Auditing / Risk Management. The closing date has been extended to 13 September 2021. Note: Applicants who applied previously no need to re-apply again, and on the subject line when applying kindly quotes, the name of the post only i.e. Director: Risk Management.

MANAGEMENT ECHELON

<u>POST 30/157</u>	:	<u>DIRECTOR: SEARCH & RESCUE REF NO: DOT/HRM/2021/63</u> (Branch: Civil Aviation) (Chief Directorate: Aviation Safety, Security, Environment and Search & Rescue) (Directorate: Search & Rescue)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive salary package) of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized NQF level 7 qualification in Transport Planning/ Transport Management/Administration or equivalent qualification in Aviation as recognized by SAQA and SMS pre-entry certificate plus 6 -10 years' experience in Aviation field of which 5 years' experience must be at MMS level. The following will serve as strong recommendations: Knowledge of the Aviation and Maritime transport systems; Excellent Management skills; Experience in negotiation of international agreements. Good presentation skills; Excellent communication skills; Excellent report writing skills; Sound background of the South African aviation and maritime transport sub-sector; Understanding of South Africa's role in the international arena; Experience in engaging with all levels of Government and Private Sector; Experience in stakeholder management and negotiation in multi-disciplinary environment; Experience in managing projects and processes in conflict environment with multiple stakeholder contradictions; Experience in managing multiple compliance framework environment; Knowledge of public service financial management and budgeting; Sound analytical skills. Must be willing to travel national and international.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Management of the search and rescue responsibilities of South Africa; Interface with other national and regional organizations involved with emergency services; Promote close cooperation and coordination between civil and military authorities and organizations for effective SAR services; Ensure International cooperation for SAR enhancement; Negotiate and implement SAR operational MOUs, procedures and plans between SA and other SAR bodies; Cooperate on research and development; Represent South Africa at ICAO, IMO, Cospas-SARSAT and other international SAR fora; Provide and manage secretariat services for SASAR Executive Committee; Ensure that the SASAR manual and assets are regularly updated; Manage SASAR training for representatives of signatory organizations; Manage Service Providers; Promote SAR through publication of a newsletter, radio talk shows, seminars and distribution of information pamphlets; Establish and maintain governance and administrative system's continuity within the work of the branch; Develop financial reports for forecasting, trending and results analysis; Evaluate infrastructure spending plans; Ensure the compilation of the annual report and strategic plan of the Directorate; Monitor the planning, organising and delegation of work.
<u>ENQUIRIES</u>	:	Mr Levers Mabaso, Tel No: 012 309 3385
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Search & Rescue"
<u>POST 30/158</u>	:	<u>DIRECTOR: AVIATION SAFETY & SECURITY REF NO: DOT/HRM/2021/64</u> (Branch: Civil Aviation) (Chief Directorate: Aviation Safety, Security, Environment and Search & Rescue) (Directorate: Aviation Safety and Security)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive salary package) of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognized NQF level 7 qualification in Transport Planning, Transport Management, Administration, Law or equivalent qualification in Aviation as recognised by SAQA and SMS pre-entry certificate plus 6 -10 years' experience in Aviation field of which 5 years' experience must be at MMS level. The following will serve as strong recommendations: Knowledge of the Aviation transport systems; Excellent Management skills; Experience in negotiation of international agreements or participation in international multilateral forums; Excellent communication and report writing skills; Understanding of South Africa's role in the international aviation arena; Sound knowledge of ICAO processes relevant for aviation safety, security and facilitation; Experience in

managing statutory bodies; Experience in stakeholder management and negotiation in multi-disciplinary environment; Experience in managing projects and processes in conflict environment with multiple stakeholder contradictions; Experience in managing multiple compliance framework environment; Knowledge of public service financial management and budgeting; Sound analytical skills.

DUTIES : The successful candidate will be responsible for: Management of the Aviation Safety, Security, and facilitation responsibilities of South Africa; Develop, implement, monitor, and evaluate aviation safety, security, and facilitation regulatory frameworks; Manage South Africa's international obligations on civil aviation safety, security, and facilitation; Manage the independence of the Aircraft Accident and Incident Investigation; Interface with other national and regional organizations involved with aviation safety, security, and facilitation; Represent South Africa at ICAO, AFCAC, SASO, SADC and other international for a dealing with aviation safety, security, and facilitation; Provide and manage secretariat services for statutory bodies on aviation safety, security, and facilitation; Develop financial reports for forecasting, trending and results analysis; Ensure the compilation of the annual report and strategic plan of the Directorate; Monitor the planning, organising and delegation of work.

ENQUIRIES : Mr Levers Mabaso Tel No: 012 309 3385
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Aviation Safety & Security"

OTHER POST

POST 30/159 : **ASSISTANT DIRECTOR: INFRASTRUCTURE NETWORK MANAGEMENT**
REF NO: DOT/HRM/2021/65
 (Branch: Road Transport)
 (Chief Directorate: Road Infrastructure and Industry Development)
 (Directorate: Road Infrastructure Planning and Coordination)
 (Directorate: Infrastructure Network Management)

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A Recognised NQF level 6/7 Diploma/Bachelor's degree in Civil Engineering or Construction Project Management as recognised by SAQA. Must have at least 1-3 years' experience in the construction industry or built environment. Must have a valid driver's license. Must be prepared to work long and irregular working hours. Knowledge and Skills: Knowledge and skills of the Public Service. Advanced computer literacy (Computer applications and working with large database files and GIS). Coordination & Communication skills. Knowledge of COTO, TRH, THM Manuals and RISFSA road classification. Knowledge of relevant acts and policies. Problem-solving. Report writing and presentation skills. Registration with SACPCMP or ECSA will serve as a strong recommendation.

DUTIES : The incumbent will be responsible for the following: Provide technical support for road infrastructure planning and coordination. Assist to develop road management strategies for the 6 different classes of roads as per RISFSA. Assist to ensure implementation of best practice delivery models for road development and management across authorities with varying capacities. Assist to develop and facilitate detailed project planning for nationally driven road projects. Coordinate, monitor, and participate in community outreach programmes and stakeholder engagement. Handle road related queries and provide solutions where possible. Maintain records for tracking purposes of the final outcome of the queries from the customers. Compile monthly, quarterly and annual reports.

ENQUIRIES : Mr Nkululeko Vezi Tel No: (012) 309 3519 / 3375
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Infrastructure Network Management"

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following X10 Posts (**For Jubilee District Hospital**) were advertised in Public Service Vacancy Circular 28 dated 13 August 2021, The salary level notch have been amended as follows (1) Professional nurse general grade 1 – 3 () with Ref No: JUB 22/2021 ,X9 Posts with the salary notch R256 905 - R 383 226. (2) Professional nurse general grade 1-3 with Ref No: JUB 23/2021, X1 Post with the salary notch R256 905 - R383226. The closing date has been extended to 06 September 2021. Note: All those candidates who have applied are encouraged to re-apply. The job specification and the duties remain the same.

OTHER POSTS

<u>POST 30/160</u>	:	<u>HEAD CLINICAL DEPARTMENT (DENTAL) GRADE 1 COMMUNITY DENTISTRY REF: HCD 01/08 (X1 POST)</u> Directorate: Community Dentistry
<u>SALARY</u>	:	R2 161 416 per annum, (inclusive package), excluding Commuted Overtime
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty. Supervision to completion of Registrars and MSc in Dentistry. Minimum of 3 years' experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record.
<u>DUTIES</u>	:	The incumbent will be responsible, inter alia, for the general management and administration of the Community Dentistry Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects, academic outreach.
<u>ENQUIRIES</u>	:	HR Manager- Mr. P.F Monama Tel No: (011) 481 2099
<u>APPLICATIONS</u>	:	must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.
<u>NOTE</u>	:	Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/161</u>	:	<u>HEAD OF CLINICAL UNIT EMERGENCY DEPARTMENT (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	R1 728 807 per annum, (All Inclusive)
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Emergency Physician and proof of current registration. A minimum of 3 years appropriate experience as Specialist Emergency Physician after registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving

	skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
<u>DUTIES</u>	: Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave, disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, clinical committees meetings and other events.
<u>ENQUIRIES</u>	: Dr B.J Kandamo, Acting Clinical Manager Tel No: 011 891 7307
<u>APPLICATIONS</u>	: Should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1 st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<u>NOTE</u>	: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will to be required submit certified documents on or before the day of the interview following communication from HR. 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.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/162</u>	: <u>HEAD OF CLINICAL UNIT (CRITICAL CARE UNIT) (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	: R1 728 807 per annum, (all Inclusive)
<u>CENTRE</u>	: Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	: Appropriate postgraduate qualification that allows for registration with the HPCSA as Medical Specialist in a normal speciality as well as a recognised sub-specialty Certificate in Critical Care. Proof of current registration is required. A minimum of three (3) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised sub specialty Certificate in Critical Care. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills.
<u>DUTIES</u>	: Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. The candidate will overlook an 11 bed Intensive Care Unit and an 11 bed High Care Unit as well as an eight (8) bed Critical Care Unit for COVID-19 patients. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave, disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, clinical committees meetings and other events.
<u>ENQUIRIES</u>	: Dr B.J Kandamo, Acting Clinical Manager Tel No: 011 891 7307

<u>APPLICATIONS</u>	:	Should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1 st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies the requirements for certified documents will be limited to shortlisted need not be certified when applying for a post. The communication from HR of the department regarding Candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/163</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: SBAH 79/2021</u> Directorate: Internal Medicine
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MMed or FCP qualification in Internal Medicine. Proof of registration as a Specialist Physician with the HPCSA. Proven ability to work with all Unit members e.g. Endocrinologists, Nephrologists, Gastroenterologists, Rheumatologists, Pulmonologists, Infectious Diseases, Specialist Physicians, Registrars, MO'S, Students, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
<u>DUTIES</u>	:	In-and outpatient service delivery in General Internal Medicine: Ward rounds, out-patient clinics, consultations and call as per call roster. Implement and monitor adherence to National Core Standards (norms and standards).Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, Investigate diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g. death certificates).To act as domain trainer for the interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and the Medical ICU. Academic: Supervision of Registrars, MO's, Interns and students in the clinical setting. Conducting clinical training, ward rounds and giving small group tutorials as well as lectures. Teach, train and examine under-and post- graduate students. Evaluate and assess rotating registrars, Interns and students. Act as guardian for assigned registrar. Research: Active participation in research and publishing of articles.
<u>ENQUIRIES</u>	:	Prof GR Tintinger Tel No: 012 354 2112
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021

<u>POST 30/164</u>	:	<u>STOMATOLOGIST/LECTURER/SENIOR LECTURER REF NO: UPOHC/STOMA/20/2021</u> Directorate: Dental Management Sciences
<u>SALARY</u>	:	R1 106 040 – R1 807 776 per annum, (All- inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	BChD or equivalent. Registration with the HPCSA in the category of Independent Practice. Master's degree in a field applicable to Dentistry/Management. Experience in dental practice management (including leadership and financial), ethics and comprehensive patient care (including special care dentistry). Proven track record of research in the dental/management field. At least five (5) years' experience in a dental academic environment (including administrative experience) as well as lecturing and willingness to develop students' soft skills, communication relational skills and Emotional Intelligence from first to final year. Recommendations: Additional qualification in the dental or leadership and management field. Experience in teaching of post-graduate students.
<u>DUTIES</u>	:	Clinical supervision of dental students in the clinical wards. Lecturing to, and discussion classes with dental students. Selective Administrative duties including module coordinator. Setting of test and examination papers and memorandums. Research various aspects of patient and practice management including leadership and ethics. Lecturing to undergraduate and postgraduate oral health students.
<u>ENQUIRIES</u>	:	Prof SE van der Berg-Cloete Tel No: 012 319 2518
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Mrs KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mrs. KT Rangata PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/165</u>	:	<u>DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES - GRADE 1 REF NO: SDHS/2021/08/09 (X1 POST)</u> Directorate: Clinical Support and Therapeutic Services Re-advert Candidates who applied for the posts before are encouraged to re-apply
<u>SALARY</u>	:	R857 559 – R951 765 per annum, (Inclusive package)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A bachelor's degree or equivalent qualification in Speech Therapist and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Optometry, Social Work, Physiotherapy, Radiography, Environment Health, Dietician, Nutrition, Dental Therapy and Oral Hygienist (qualification) which allows you to register with HPCSA/SACSSP. A minimum of 3 years appropriate experience after registration with HPCSA/SACSSP. Must be on an Assistant Director/Coordinator or Chief post for minimum of 3years. Extensive Managerial Experience of at least minimum of 6-10 year experience in the health sector. Management course and post graduate qualification will be an added advantage. Applicants are expected to submit copy of their current HPCSA SACSSP annual registration card and certified HPCSA/SACSSP independent Practice Certificate. Applicants must be in possession of a valid South African driver's license. Knowledge and Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Competences Skills: Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client

Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Research, Policy development, Knowledge management skills, Problem Solving skills. Attributes: Good Interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Applicants should be prepared to undergo technical assessment, pre-employment and periodic medical surveillance as part of the employment conditions. Must be willing to travel extensively within district and province.

DUTIES

: Provide strategic and operational direction to staff and stakeholders. Integrate Therapeutic Services within priority all Programmes in the district. Improved access to all Therapeutic Services package of care within the district. Develop/implement a strategic plan and operational plan. Participate in the development, implementation and monitoring of District Health Plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professionals and management problems and policy issues. Leads and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support Ideal Clinic Programme & Quality improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery in the District. Integrate and manage performance information structures and systems within existing management processes and systems. Facilitate performance information management, reporting and accountability. Effective Human Resource planning to ensure workforce aligned with the current and future needs of the district health services. Ensure optimal governance, build capable and accountable strategic leadership and management in the district. Build an enabled, productive, motivated and empowered workforce. Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track budget. Monitor expenses and payments. Develop and implement cost reduction initiative. Ensure equitable distribution of all resources to achieve optimal patient care.52 Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per district health communication protocols/organogram. Maintain professional and ethical standards. Effective management of own performance and staff using Performance Management and Development System.

ENQUIRIES APPLICATIONS

: Ms. M. Madolo Tel No: (016) 950 6000
: 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/Human Resource Offices 2nd Floor, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE

: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. 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 taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is

committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/166</u>	:	<u>REGISTRAR REF NO: SBAH 80/2021</u> Directorate: Anaesthesiology
<u>SALARY</u>	:	R821 205 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB, registration with the HPCSA as an independent practitioner. DA (SA) and/or FCA is recommended.
<u>DUTIES</u>	:	The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospitals, participate in the department's academic programmes, research activities and clinical audit meetings. Successful candidates will be expected to rotate through all our training hospitals.
<u>ENQUIRIES</u>	:	Prof S Spijkerman Tel No: 012 354 1510
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/167</u>	:	<u>MEDICAL OFFICER REF NO: SBAH 81/2021</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R821 205 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB/ MBBCh, registration with the HPCSA as a Medical Practitioner and proof of current registration and completion of Community Service training.
<u>DUTIES</u>	:	Attendance of relevant clinical meetings like Mortality meeting and completing of Medico-legal documents timeously (e.g death certificated). 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. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Supervising of undergraduate students, interns and community service doctors. To act as domain trainer for the interns. Interview, investigate diagnose and oversee the treatment of patients. Willing to do commuted overtime rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES</u>	:	Prof S Spijkerman Tel No: 012 354 1510
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/168</u>	:	<u>DENTIST/LECTURER GRADE 1/2/3 REF NO: UPOHC/OD/0021/2021</u> Directorate: Odontology
<u>SALARY</u>	:	R797 109 – R1 362 366 per annum, (All-inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	BChD or equivalent qualification. Registration with HPCSA as a dentist in category independent practice. Experience in treating paediatric patients. Experience in the clinical supervision of dental students in Paediatric dentistry. At least 3 years of experience. Recommendation Dental research and lecturing

	experience. Being enrolled for or having a postgraduate qualification in Paediatric Dentistry will be an advantage.
<u>DUTIES</u>	: Lecturing to undergraduate and postgraduate dental students in the field of paediatric dentistry. Supervising students in the clinical wards. Conducting research in dentistry. Selective clinical and administrative duties will be assigned to the candidate as seen fit by the Head of Department. This may include managing and treating patients with special health care needs.
<u>ENQUIRIES</u>	: Prof. Z Vally Tel No: 012 319 2441 or Mrs KT Rangata Tel No: 012 301 5701
<u>APPLICATIONS</u>	: Quoting the relevant reference number. Direct applications must be delivered to Mrs KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mrs. KT Rangata PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	: Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/169</u>	: <u>OPERATIONAL MANAGER NURSING – PHC (PNB3) REF NO: SDHS/2021/08/10 (X3 POSTS)</u> Directorate: Sedibeng District Health Services
<u>SALARY</u>	: R562 800 – R633 432 per annum, plus benefits
<u>CENTRE</u>	: Sedibeng District Facilities
<u>REQUIREMENTS</u>	: A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of registration of current registration. A Post Basic Nursing qualification, with duration of at least one-year accredited with the SANC in one of the specialist (Primary Health Care or Midwifery and Neonatal Nursing Science) referred to in the glossary of terms. A minimum of nine (9) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period of referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. A degree and or diploma in Nursing Management/Administration will be an added advantage. A valid code 08/10 driver's license is essential and must be computer literate. Personal Profile: Excellent time management, organizational skills, communication skills, self-motivated and goal oriented. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care as directed by the professional growth/ethical standards and self-development. Take instruction as directed by the supervisor. Observe the Ethical and employee value preposition (EVP) standards in the health facility. Ensure implementation of departmental policies, protocols, guidelines and Standard Operating Procedures (SOP). Provide managerial skills to ensure compliance with Ideal clinic status determination and Norms and Standards. Sign performance contract on annual basis.
<u>ENQUIRIES</u>	: Ms. D. Ramoloi Tel No: (016) 950 6002
<u>APPLICATIONS</u>	: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand

NOTE

deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.60

: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. 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 taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.
10 September 2021

CLOSING DATE**POST 30/170**

: **OPERATIONAL MANAGER NURSING (SPECIALTY): CRITICAL CARE**
REF NO: SBAH 82/2021
Directorate: Multidisciplinary High Care Unit

SALARY
CENTRE
REQUIREMENTS

: R562 800 per annum, plus benefits
: Steve Biko Academic Hospital
: Grade 12 Certificate 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, plus a post basic qualification with the duration of at least 1 year diploma Critical Care Nursing Science .A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Diploma/degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES

: Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES
APPLICATIONS

: Ms. A.M Mowayo Tel No: 012354 1300
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

: Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021

<u>POST 30/171</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE) REF NO: PWH/OPM-S/19/21 (X1 POST)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R562 800 - R652 437 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant Speciality. A minimum of 09 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC IN General Nursing. At least 05 years of the period referred to above must be appropriate / recognizable experience in the theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification as well as Diploma /Degree in Nursing administration and Management Competencies: Service certificate from the previous employer/s are Compulsory. Knowledge/skills): Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills are necessary.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre and CSSD setting. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical Resource Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours from 16:00 to 19:00. Ensure implementation of National Core Standards and Ideal Hospital Framework and develop improvement plans. Manage Performance and Development of both theatre and CSSD team as well as participating in the Managers scheduled meetings.
<u>ENQUIRIES</u>	:	Ms. P. Dhlamini Tel No: (012) 380 1210
<u>APPLICATIONS</u>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/172</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: SBAH 83/2021</u> Directorate: Medical Oncology Clinic Re-Advertisement
<u>SALARY</u>	:	R562 800 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate 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, plus a post basic qualification with the duration of at least 1 year in Oncology Nursing Science .A minimum of 9 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. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Oncology Nursing Science. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer

		literate. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms.A.M Mowayo Tel No: 012 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/173</u>	:	<u>OPERATIONAL MANAGER NURSING REF NO: SBAH 84/2021</u> Directorate: Theatre
<u>SALARY</u>	:	R562 800 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate 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, plus a post basic qualification with the duration of at least 1 year in Operating Theatre Nursing Science .A minimum of 9 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. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Operating Theatre Nursing Science. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms.A.M Mowayo Tel No: 012 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/174</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) NEPHROLOGY REF NO: SEB/OPM/2021/01 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree accredited with the SANC in terms of 425 that allows registration with the SANC as a professional Nurse and Diploma in Nephrology Nursing (Renal). A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality (Renal). Knowledge of relevant health, nursing and public service legislation is recommended.
<u>DUTIES</u>	:	Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations

		related to nursing care. Provide effective support and management of human financial and material resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and weekend duty as scheduled. Deputize for Assistant Manager-Nursing.
<u>ENQUIRIES</u>	:	Mr. SJK Sejeng Tel No: (016 930 3302)
<u>APPLICATIONS</u>	:	Should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed documents and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended: Candidates will be subjected to medical assessment
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 30/175</u>	:	<u>ASSISTANT DIRECTOR: ORAL HYGIENIST GRADE 1-2 REF NO: UPOHC/ADOH/08/2021</u> Directorate: Community Dentistry
<u>SALARY</u>	:	R532 959 - R591 510 per annum, (Plus benefits)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	A Bachelor of Oral Hygienist Degree or a Diploma in Oral Hygiene with expanded functions. A Master's Degree relevant to Oral Hygiene or Education. Registration with the HPCSA as an Oral Hygienist. Experience in academic and resource management. Proven research experience or publications and computer skills. At least 8 years' experience in Oral Hygiene training of which 5 years must be appropriate experience in management. Recommendations: Additional qualifications in education, management or a PhD. Teaching experience in the supervision and assessment of students, as well as curriculum development.
<u>DUTIES</u>	:	Lecturing to, and discussion classes with Oral Hygiene students. Clinical supervision of Oral Hygiene students. Academic and resource management. Research in the field of preventive Oral Health. Treating of patients.
<u>ENQUIRIES</u>	:	Prof A Bhayat Tel No: 012 319 2299
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001. Tel No: 012 301 5713
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid Identity document with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA certificate. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	10 September 2021

<u>POST 30/176</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 3 REF NO: PWH/DR/20/21 (X1 POST)</u> Directorate: Radiography Department
<u>SALARY</u>	:	R439 164 - R532 959 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows Registration with the Health Professions Council of South African (HPCSA) in Radiography. Minimum of 10 years Experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2021/2022. Experience in Digital Radiography: Knowledge of relevant Public Service regulations, legislation, policies, acts and procedures. Computer literacy (MS Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a Multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Quality Assurance skill will be an advantage.
<u>DUTIES</u>	:	Provide a 24 hours radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient is Rights. Ensuring radiographic services comply with SAHPRA regulations. Can perform National Core Standards, Ideal hospital Audits, other public service policies and acts. Will be responsible for department QA/QC tests. Second in charge when the supervisor is absent. Supervision and training of students. Teamwork spirit and interpersonal skills. Provide and participate in 24 hrs. High quality radiographic service. Supervise community service workers and participates in departmental quality assurance. Adhere to Batho Pele principles. Carry out duties delegated by the department manager. Must be a team player within the department and institution.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Ramabulana Tel No: (012) 380 1252 All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/177</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) OPERATING THEATRE REF NO: SEB-PN/2021/08 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R383 226 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A post basic nursing qualification (Operating Theatre) with duration of at least one year, accredited with the SANC in in one of the specialties referred to in the glossary of terms. A minimum of 4 year appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Provision of quality Clinical Nursing care in area of Specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
<u>ENQUIRIES</u>	:	Mr SJK Sejeng Tel No: (016) 930 3302

<u>APPLICATIONS</u>	:	Should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshe Street, Sebokeng.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed documents and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended: Candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 30/178</u>	:	<u>ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: SBAH 85/2021</u> Directorate: Admin & Logistics
<u>SALARY</u>	:	R379 596 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF level 6/7) in Public Management/ Administration/Business Administration or any relevant equivalent qualification (NQF level 6/7) with 10 years proven experience in Patient Administration.5 years 'experience should be at level of Senior Admin Officer level 8 in Hospital Patient Administration environment. Experience in managing people and projects with the ability to plan strategically. Computer literacy: Microsoft Office applications i.e. Word, Excel, Power Point and Outlook. Knowledge, skills and training. Competencies Required: Good knowledge and understanding of the policies and procedures governing patients 'administration in the public sector. Understanding of current Patient Affairs/Administration with specific reference to both Outpatients and Inpatient Management. Ability to make progressive decisions and work under pressure. Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedure and develop unit Standards operating procedures. Proactive approach to problem solving and ability to prioritize issues and other work related matters and to comply with timeframes. Ability to translate strategic objectives into practical planning framework. Must have high level of reliability and ethics, commitment to work beyond the call of duty, Relate well to a diversity and range of stakeholders.
<u>DUTIES</u>	:	Manage the following areas to ensure efficiency and cost effectiveness: Patient Administration, Ward Clerks, Patients Medical Records, Mortuary Services, Porter. Ensure that patient registrations are carried out correctly and accurately. Implementation of integrated Lean management philosophy into the hospital's mandate, guidelines or policies. Ensure efficient and effective booking system throughout the clinical business unit. Continuously provide report related to patient Administration. Develop patient Administration standard operating procedures and ensure that they are implemented effectively. Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate and effective monitoring systems in place to guarantee value for money and high-quality service. Monitor staff appraisal (PMDS).Train, develop and monitor staff to improve service delivery. Co-ordinate the drawing of strategic plans, business plans, and operational plans in patient administration. Ensure that controls are in place to prevent abuse of state properties. Maintain effective and efficient utilization of all allocated resources. Ensure that patients are registered and their files are retrieved timeously and so that they proceed to their clinics. Regularly conduct internal audit in patient Administration, Medical Records and Mortuary. Ensure effective and efficient cash management of all state monies collected. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Management of the hospital. Management of budget allocated to sub-programmers.
<u>ENQUIRIES</u>	:	Mr.M.F Monama Tel No: 012 354 1421

<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/179</u>	:	<u>FOOD SERVICE MANAGER REF NO: SBAH 86/2021</u> Directorate: Administration and Logistics
<u>SALARY</u>	:	R257 508 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	A National Diploma in Food Service Management/Food and Beverage Management (3 years HET level) or a BTech Degree in Food Service Management/food Beverage Management (4 years HET Level) or relevant qualification. Have a minimum of 5 years relevant Food Service Management experience in a Hospital environment. Good leadership, managerial and communication skills. Good report writing skills. Computer literate. Able to handle and work under pressure. High level of reliability. Catering skills. Knowledge of National and Provincial policies, procedures, acts and protocols governing food services. Knowledge of Policies, procedures acts and protocols related to quality assurance, infection control, hygiene and safety for Food services. Knowledge of PFMA and supply chain regulations. Must have valid driver's license.
<u>DUTIES</u>	:	Direct control and administration of Food Service operations and staff in the Food Service unit. Ensuring all procedures are followed at the ordering, receiving, storing and issuing of stock. Ensure production procedures are adhered to and followed. Involved in menu planning and compiling master orders and give inputs in the departmental budget. Ensure portioning, distribution and serving procedures of meals are adhered to and followed. Ensure that client surveys and plate waste studies are conducted as prescribed. Ensure that hygiene and Occupational health measures and principles are adhered to and followed. Responsible for effective Human resource functions and optimal labour utilization. Ensure effective usage and management of equipment and give inputs in planning of equipment and utensils. Identify, plan and conduct relevant training for staff. Involved with training of Food Service and Dietetic students. Give inputs in operational plans for food service.
<u>ENQUIRIES</u>	:	Mrs. Dreyer Tel No: 012 354 2315/2092
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/180</u>	:	<u>ADMIN OFFICER REF NO: STDH/00040 (X1 POST)</u> Directorate: Admin services (Patient Affairs)
<u>SALARY</u>	:	R257 508 – R303 339 per annum, plus benefits
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 5 years practical experience in patient administration or relevant Degree/Diploma with 3 years relevant experience in patient administration. Knowledge of relevant prescripts and legislations governing patient affairs such as PFMA, UPFS and Procedure Manual. Excellent administrative skills. Be computer literate and have communication skills, have thorough PAAB (Patient Administration and Billing) knowledge and necessary skills to manage and supervise co-workers. Ability to work under pressure and be a team player. Good interpersonal skills and reporting skills.
<u>DUTIES</u>	:	Ensure adherence to prescripts and procedures at all times. Monitor the downtime of the section and ensure monthly updating of registers. Ensure that waiting time is always well monitored. Audit of files to ensure to correct classification. Expected to perform Administrative duties such as leave management, staff attendance, staff allocation and performance management. Ensure collection of revenue, correct classification of patients, re-classification

		of Patients and compliance to UPFS policy. Will be expected to participate in Patient Affairs committees and meetings. To ensure that all patients are admitted, discharged and billed on time. Should ensure that all patient admin registers are updated accordingly. Ensure completion and submission of daily, weekly and monthly statistics. And ensure the smooth running of Porters, Mortuary, Switchboard and Medical Records. Responsible for supervision of staff including training, performance management and development, leave management, staff attendance, employee wellness and application of disciplinary procedure.
<u>ENQUIRIES</u>	:	Ms L Sibeko Tel No: (011) 531 – 4340
<u>APPLICATIONS</u>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	To be submitted on a new Z83 form, the form must be fully completed and signed, copies of qualifications and ID to be attached. DO not certify such copies. A detailed Curriculum Vitae (CV) with two or more references. Communication from HR regarding the requirements for certifying of documents will be limited to shortlisted candidates. Incomplete applications and applications received after closing date will not be considered. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/181</u>	:	<u>ADMINISTRATION OFFICER (DATA) L7 REF NO: EMS/DATA/7/2021 (X1 POST)</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY</u>	:	R257 508 per annum, (plus benefits)
<u>CENTRE</u>	:	Gauteng Emergency Medical Services (Sedibeng)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science/ Maths/Statistics/Computer Science as a major and three years relevant experience, Knowledge and understanding of District Health information Systems will be added as advantage, computer literacy, Analytical, numeracy, coordination and good communication skills and must have driver's licence.
<u>DUTIES</u>	:	Maintenance of EMS databases in all EMS Stations Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity Produce analysed monthly reports for submission to EMS Head office Identify information needs. Preparation of routine and ad hoc data reports and Capturing of Data on the Web DHIS and Other Systems Assist with preparation of workshops/meetings Perform ad hoc duties as assigned by immediate supervisor or District managers.
<u>ENQUIRIES</u>	:	R. K Sekgobela Tel No: 011 564 2009
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/182</u>	:	<u>PROFESSIONAL NURSE GENERAL (PNA 2) WITH NIMDR CERTIFICATE (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 963 – R362 865 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma/degree, registered with SANC in General nursing and must have NIMDR certificate.
<u>DUTIES</u>	:	Provision of a high-quality nursing care that is holistic and patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordinating of activities of the other members of the health team. Will be able to assist in completion of clinical stationery and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E. Mawela Tel. No: 011 812 8300
	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1 st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/183</u>	:	<u>CLINICAL ENGINEERING TECHNICIAN ASSISTANT (X1 POST)</u> Directorate: Engineering
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 – R204 612 per annum
	:	Far East Rand Hospital
	:	Grade 12 with N6 Electrical Engineering (Light Current). National Diploma N Diploma/ National Diploma in Electrical Light Current or Clinical Engineering will be an added advantage. Minimum of 1-2 years of experience in Electrical Light Current/ Electronics /Clinical will be an added advantage.
<u>DUTIES</u>	:	Repair, maintain and control of all medical equipment. Calibration and installation service of all medical equipment. Perform safety inspection functions on all medical equipment to ensure a safe standard of service. Liaise with service providers to ensure quality outcome. Responsible for the day to day functioning of the workshop. Ensure that detailed service maintenance schedules are implemented. Attending to urgent call outs for medical equipment within the hospital. Keep records of all repair, service and movement of medical equipment. Assist with asset verification, condemning and disposal of medical equipment. Make sure that accessories for medical equipment are available in storeroom. Receiving and making sure of functionality of medical equipment from service providers. Execute any lawful instruction by the supervisor or delegated authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R.B Mankwana Tel No: 011 812 8363
	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1 st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng

		Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/184</u>	:	<u>SECRETARY REF NO: SBAH 87/2021</u> Directorate: Clinical Directorate
<u>SALARY</u>	:	R173 703 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	The incumbent must have completed a diploma or Higher Qualification in the Office administration, information technology expertise or equivalent. Grade 12 and 3 years' experience in a secretarial and office environment, will be an advantage. The incumbent must have experience in working as a secretary or office administrator. Computer literacy in MS Word, Excel, Power Point, MS, Database and Outlook. Must be bilingual. The applicant must be able to prioritize duties, work independently, assisting with Adhoc duties and willing to work after hours when required.
<u>DUTIES</u>	:	Manage & organize the functions of the division. This includes telephone calls, patient enquires, filling and record keeping, schedule meetings and prepare and avail minutes of the meeting, correspondence, patient reports, statistics, will be expected to perform Research duties as will be stipulated. Prepare management material in word or PowerPoint presentations, Support Clinical departments and other directories.
<u>ENQUIRIES</u>	:	Dr. JS Mangwane Tel No: 012 354 2810/4440
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. 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 September 2021
<u>POST 30/185</u>	:	<u>ADMINISTRATION CLERK REF NO: PWH/AC/21/21 (X1 POST)</u> Directorate: Administration Department
<u>SALARY</u>	:	R173 703 - R204 612 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Computer literacy. Other Skills: Application of Batho Pele Principles in a work situation. Good communication Skills. Will be required to work shifts, weekends and on public holidays. Knowledge of Patient and Billing System Will be an added advantage.
<u>DUTIES</u>	:	Registration and admission of patients on PAAB or manually. Classification of Patients according to Uniform Patients Fee Schedule (UPFS). Completion of GPR01, GPF3, 4 and 5 form. Billing and collection of Money from patients and issuing of receipts, balancing in- paying register at the end of every shift, Manual Registration and admission of patients in the down time register during down time and updating electronic Downtime information when system is restored. Ensure that working material and equipment's are available. Reporting lost damaged or dysfunctional equipment's.
<u>ENQUIRIES</u>	:	Mr. J Mamaila Tel No: 012 380 1475
<u>APPLICATIONS</u>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered. Preference will be given to EPWP and NYS within The Gauteng Department of Health (Pretoria West District Hospital).
<u>CLOSING DATE</u>	:	10 September 2021

<u>POST 30/186</u>	:	<u>HR/REGISTRY CLERK-REF NO: PWH/HR-RC/22/21 (X1 POST)</u> Directorate: HR Department
<u>SALARY</u>	:	R173 703 - R204 612 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Diploma/Degree in Human Resource or equivalent qualification will be an added advantage. At least 1-3 years' appropriate experience in HR. Knowledge and working experience of Persal is essential. Introduction to Persal certificate will be an added advantage. Computer literacy; Knowledge of legislation applicable to HR.
<u>DUTIES</u>	:	Will perform a variety of HR administration functions which covers appointments, terminations, salary Administration, Source and Select, leave management, housing, Injury on Duty and other related duties. Facilitating training, compiling training statistics, Processing and Submission of mandates to E-gov. Capture leave Overtime and PMDS on Persal. Assist with PILIR Management and reports. Filing of documents and general office administration. Typing of correspondence, documents and letters, Attend HR related meetings. Prepare monthly reports and when required. Work in Registry Office when required or as requested.
<u>ENQUIRIES</u>	:	Ms. KH Mokwana Tel No: (012) 380 1213/1216
<u>APPLICATIONS</u>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	10 September 2022
<u>POST 30/187</u>	:	<u>EMERGENCY CARE OFFICER GRADE3 REF NO: EMS/ECOGR3/2021 (X80 POSTS)</u>
<u>SALARY</u>	:	R169 176 per annum, (plus benefit)
<u>CENTRE</u>	:	Gauteng Emergency Medical Services Various districts
<u>REQUIREMENTS</u>	:	Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency Assistant care environment will be an added advantage. Valid drivers license Code 10 and valid professional driver's (PrDP) permit for transporting patients. Candidates are expected to write an assessment test.
<u>DUTIES</u>	:	Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<u>ENQUIRIES</u>	:	Ms. MV Bodiba Tel No: (011) 564 2224
<u>APPLICATIONS</u>	:	Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
<u>CLOSING DATE</u>	:	10 September 2021

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents

NOTE

: Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

OTHER POSTS**POST 30/188**

: **COMMUNITY DEVELOPMENT MANAGER GRADE**

SALARY

: R949 149 per annum, (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

CENTRE

: Tshwane Region and JHB Region
Tshwane Region Ref No: SD/2021/08/04 (X1 Post)
Johannesburg Metro Region Ref No: SD/2021/08/05 (X2 Posts)

REQUIREMENTS

: Appropriate three-year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.

DUTIES

: To manage the identification, facilitation, and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective, and economical utilisation of resources by the unit/sub directorate. Monitors interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required. Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep

	up to date with new developments in the community development and management fields to enhance service delivery.
<u>ENQUIRIES</u>	: Mr Atholohang Kotsedi Tel No: (012) 359 3314-Tshwane Region and Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr A Kotsedi Tel No:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001 and Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<u>NOTE</u>	: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/189</u>	: <u>MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO 2021/08/06</u>
<u>SALARY</u>	: R794 889 per annum, (within the OSD framework)
<u>CENTRE</u>	: Head Office (Johannesburg)
<u>REQUIREMENTS</u>	: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.
<u>DUTIES</u>	: Develop/facilitate the development of policies for rendering a social work service in departments. Monitor, interpret and review legislation, policies, and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Ensure that subordinates are trained and developed to be able to deliver work of the required standard work. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.
<u>ENQUIRIES</u>	: Ms V Cimini Tel No: (011) 355 7707
<u>APPLICATIONS</u>	: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building for attention Ms V Cimini (011) 355 7707.
<u>NOTE</u>	: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/190</u>	: <u>SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE GRADE 1 REF NO 2021/08/07</u>
<u>SALARY</u>	: R794 889 per annum, (within the OSD framework)
<u>CENTRE</u>	: JHB Metro Region
<u>REQUIREMENTS</u>	: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in Intake and Foster Care (Statutory Service). Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning, and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring. A valid driver's license.
<u>DUTIES</u>	: Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups, and

		communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance, and manage sub-directorate leave plan.
<u>ENQUIRIES</u>	:	Ms C Dukwana Tel No: (011) 355 9502 JHB Metro Region.
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region Ms CS Dukwana Tel No:(011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/191</u>	:	<u>GIS TECHNOLOGIST REF NO: SD/2021/08/08</u>
<u>SALARY</u>	:	R751 542 per annum, (within the OSD framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Bachelor of Science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid drivers Licence, 3 years GISc professional experience, Registration with PLATO as a GISc professional.
<u>DUTIES</u>	:	To provide Technical function :Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership, Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, Spatial modelling design and analysis knowledge, Research and development, Policy Formulation.
<u>ENQUIRIES</u>	:	Mr C Maabane Tel No: (011) 227 0060
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr C Maabane Tel No: (011) 227 0060
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/192</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: SD/2021/08/09</u> (Re-Advertisement)
<u>SALARY</u>	:	R733 257 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Region
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience in the field of Human Resource environment. A valid driver's license. 3 years' management/supervisory experience. Knowledge and understanding of Human Resource legislative, policy, procedures, and processes applicable in the public service. Procedures and system in the public services. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.
<u>DUTIES</u>	:	Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordinate regional records management system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralization plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development, and absenteeism of staff. Provide units quarterly, monthly, and Ad-hoc reports. Manage operational plan of the unit.
<u>ENQUIRIES</u>	:	Ms ZO Noncolela Tel No: (011) 820 0429

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400.
<u>FOR ATTENTION NOTE</u>	:	Ms ZO Noncolela Tel No: (011) 820 0429
	:	NB: Applicants that applied previously for this post are encouraged to apply again NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/193</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2021/08/10</u>
<u>SALARY</u>	:	R733 257 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	A three-year Tertiary Qualification in Human Resource Management/Human Resource Development with 3-5 years' experience in Human Resource Development environment in the Public Services. A valid driver's licence. 3 years' management/supervisory experience. Knowledge and understanding of Legislative Framework governing the Training and Development practice in the Public Services. Knowledge and understanding of systems, procedures and processes regulating Human Resource Development in the Department. Skills and Competencies: Must be development and change oriented individual, strategic thinker, honesty and integrity, Performance and Self Driven, Facilitation, Consultation, Budgeting, Leadership, Communication, Training and Development Coordination, Problem Solving, People management and Empowerment skills.
<u>DUTIES</u>	:	Management and Coordination of Human Resource Development Programmes, Manage Departmental internal and External Bursary Programme, Manage National Scholarship Programme, Manage Departmental Internship and Learnership Programme. Management and coordination of a Workplace Skills Plans, Manage the development of the Departmental Workplace Skills Plan, Manage the submissions of a Workplace Skills Plan to SETA. Management of Departmental Skills Programmes. Facilitate Departmental Skills Development Forums' activities. Management of Training and Development Budget. Monitor expenditure against allocated training budget. Coordination of Performance Management and Development functions. Manage the compliance monitoring to Performance Management and Development procedures and processes by staff in the Department. Management of Departmental Induction Programme. Manage the rollout of Departmental Induction Programme to newly appointed staff. Management of Sub-Directorate. Manage staff performance and development, leave, discipline and grievances.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Maabane Tel No: (011) 227 0060
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION NOTE</u>	:	Mr C Maabane Tel No: (011) 227 0060
	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/194</u>	:	<u>DEPUTY DIRECTOR: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2021/08/11</u>
<u>SALARY</u>	:	R733 257 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An NQF Level 7 qualification in Forensic Investigations/Fraud Examination (CFE). 3 – 5 years management experience within the investigations field and managing multiple investigations simultaneously. At least 10 years of working experience within investigation field and the undertaking of reporting on investigations. Valid driver's license. Must be a certified Ethics Officer. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment,

investigation, governance and integrity management framework of the public service and the ability to apply such technical knowledge in simple and complex assignments. Knowledge of a wide range of work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management and integrity management principles, frameworks and legislative requirements etc. to be able manage and guide the investigations, monitoring, reporting as well as corrective measures to be designed and implemented. Ability to design and manage the design investigation and fraud detection review procedures, checklists and work papers which will facilitate the testing to be undertaken and then reported on in line with legislative prescripts. Ability to plan and organise multiple investigations and independently manage allocated tasks and provide adequate and timeous progress reports to CRO. Knowledge of compilation of investigation reports which also include the design of action plans to address findings raised. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP etc., how they operate and all security parameters thereto and relevant to the investigation within the control environment. Skill and Competencies: Teamwork, supervision, good interpersonal relations, staff development, information system, policies, procedures, and legislations, analytical, project management, report writing, problem solving, planning and organizing skills, interrogation skills, time management skills, document management and evidence compilation skills, negotiations skills and advanced research skills.

DUTIES

: Manage all the requests for, undertaking of and reporting of investigations (Internally reported, through the National Anti-Corruption and Premiers Ethics Hotline): Manage liaison with law enforcement agencies in the investigation of fraud and corruption cases, oversight structures and externally appointed investigations capacity. Manage and report on all Losses reported: Manage the development and implementation of Loss Control Policy, procedures and directives, Manage the maintenance of electronic loss control registers and manual files from which statistical information is extracted from to undertake tend, root cause and impact analysis which is filtered into the Directorate reports. Manage the development, implementation and reporting of the ethics management framework for the department, Develop the unit's operational plan, Manage the implementation and reporting on the operational plan for the sub-directorate, Manage the component budget for all outsourced investigations and expenditure management, manage training and development of staff, manage staff leave, attendance, travel, Co-ordinate the activities of the sub-directorate, Manage staff performance.

ENQUIRIES APPLICATIONS

: Mr C Maabane Tel No: (011) 227 0060
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.

NOTE

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

CLOSING DATE

: 10 September 2021

POST 30/195

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: SD/2021/08/12**

SALARY

: R733 257 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: 3 Year Tertiary Qualification (NQF Level 7/NQF Level 7) in the field of Risk Management. A minimum of 3 - 5 years management experience within risk management. At least 10 years' experience of working within the risk management field. A certified risk management practitioner designation would be an added advantage. A valid Code B driver's license. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, risk, governance and integrity management frameworks of the public services and the ability to apply such technical knowledge in simple and complex assignments. Knowledge and understanding of Public sector enterprise Risk management frameworks. Skills and Competencies: Teamwork, Management skills, good interpersonal

	relations, staff development, information system, policies, procedures and legislations, analytical thinking, advanced project management, report writing, problem solving, planning and organizing skills, communication skills, Interrogation skills, document management and evidence compilation skills, technical skills, time management skills, time management skills, negotiation skills, advanced research skills.
<u>DUTIES</u>	: Develop and facilitate the implementation and reporting on risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the institutionalisation of risk management, Risk identification: Schedule risk identification sessions with directorates and schedule work through test on site in entities. Risk analysis and assessments: Assess the quality of risk impact and probability reports. Risk control activity: Evaluate identified risk control measures. Risk management communication and information: Communicate risk identified to entities. Support and enable the departmental risk management committee. Management of the Sub-Directorate: Develop the unit's operational plan. Manage the implementation and reporting of the operational plan for the Sub-Directorate, manage the component budget and expenditure management. Manage training and development of Staff. Manage staff leave, attendance, travel. Co-ordinate the activities of the sub-directorate.
<u>ENQUIRIES</u>	: Mr C Maabane Tel No: (011) 227 0060
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/196</u>	: <u>SOCIAL WORK SUPERVISOR GRADE 1</u>
<u>SALARY</u>	: R384 228 per annum, (within the OSD framework)
<u>CENTRE</u>	: Johannesburg Metro Region (Directorate: Probation and Canalization) and Tshwane Region (Intake and Field) Johannesburg Metro Region Ref No. SD/2021/08/13 (X1 Post) Tshwane Region Ref No. SD/2021/08/14 (X1 Post)
<u>REQUIREMENTS</u>	: A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal, and written communication skills.
<u>DUTIES</u>	: Ensure that a Social Work service regarding the care, support, protection and development of vulnerable individuals, group, families, and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers, and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	: Ms CS Dukwana: Tel No: (011) 355 9502- Johannesburg Metro Region Mr Atlholang Kotsedi: Tel No: (012) 359 3314-Tshwane Region
<u>APPLICATIONS</u>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region for attention Ms CS Dukwana Tel No:(011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000 and Tshwane Region for attention Mr A Kotsedi

		Tel:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/197</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: SD/2021/08/15</u>
<u>SALARY</u>	:	R376 596 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	3 years tertiary qualification in the field Internal/External Auditing (NQF Level 6/7). 3 – 5 years' experience at supervisory level in Internal and External Auditing field. It would be advantageous if a certified ethics officer. A valid Code B driver's license. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, governance and integrity management frameworks of the public service and the ability to apply such technical knowledge. Knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtor's management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records and integrity management etc. to be able supervise and guide the testing, monitoring and reporting. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP, how they operate and all security parameters thereto and relevant to the assessment of control environment. Skills and Competencies: Team working, Supervision and Communication skills, problem solving, conflict resolution, audit liaison, analytical thinking, technical and auditing skills, planning and organisation.
<u>DUTIES</u>	:	Supervise the control environment scanning, testing and improvement monitoring of the control environment and provide technical guidance, advice and support guidance to all management upon request (supplementary to the GAS Function): Do a preliminary evaluation of the overall control environment through engagement with management, reviews of auditors report, approved plans, reviews of investigation and fraud detection review reports, labour relations case logs as well as key controls assessments to be able to adequately commence the planning for a financial year. Supervise the testing and monitoring of the quarterly key controls assessments and reporting thereon to CRO: Supervise and guide the team in the planning and organisation of the quarterly key controls assessment with relevant management. Directly supervise the planned all assessment and monitoring of compliance and reporting to oversight bodies: Evaluate the correct interpretation, application, conclusions reached, and commitments made through all above testing and reporting prior to DD sign off. Supervise, monitor and provides updates on all processes(AG &GAS) across the department together with the appointment and supervision of probity auditor processes, Develop, monitor and provide progress updates on all audit improvements plans to ensure an effective and efficient control environment and good governance practices are maintained: Supervise and analyse the monthly testing of the implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Supervise the Sub-Directorate: Supervise the implementation and reporting on the operational plan for the sub -directorate, Supervise the component budget and for probity audits projects, supervise training and development of staff, supervise staff leave, attendance, travel. Supervise the activities of the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Maabane Tel No: (011) 227 0060
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021

<u>POST 30/198</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: SD/2021/08/16</u>
<u>SALARY</u>	:	R376 596 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENT</u>	:	A 3-year tertiary qualification (NQF Level 6/7) with 3-5 years' experience. Demonstrated experience in Change Management. Knowledge in ICT systems. A valid Code B driver's license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Skills and Competencies: Strategic Planning, Business Insight, Team working, Supervision and Communication skills.
<u>DUTIES</u>	:	Manage Business requirements gathering and monitor system usage: Provide facilitation for user consultation sessions. Monitor changes for development of training material for system users: Ensure that training materials are aligned to all changes on the system. Manage and Monitor alignment of the system to changing business requirements: Ensure the system is aligned to manual business processes. Develop and manage change management plans for the system in the Department: Ensure the implementation of business strategy.
<u>ENQUIRIES</u>	:	Ms C Mabaso Tel No: (011) 355 7971
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg 2000 for attention Ms C Mabaso Tel No: (011) 355 7971.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/199</u>	:	<u>ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2021/08/17</u>
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE</u>	:	Sedibeng Region
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6/7) in Public/Financial Management or Cost and Management Accounting with 3-4 years' experience in the field of Finance and with supervisory experience. A valid driver's license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative frame works regulating NPO funding in the Public Services. Knowledge of departmental policy framework. Skills: Good Financial Management, Report writing, Planning and Organizing skills.
<u>DUTIES</u>	:	Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in the emerging NPOs. Manage staff development, training, leave plan, performance, workload, and monthly reports.
<u>ENQUIRIES</u>	:	Ms Lorna Harmse Tel No: (016) 930 2055 or Ms Bridget Nkeane Tel No: (016) 930 2096
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, No 3 Moshoeshoe Street, Sebokeng, Houtkop for attention Ms L Harmse Tel:(016) 930 2055 or Ms B Nkeane Tel: (016) 930 2096 or Private Bag X 209, Vanderbijlpark, 1911.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/200</u>	:	<u>ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2021/08/18</u>
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg Metro Region
<u>REQUIREMENTS</u>	:	A three years' tertiary qualification (NQF Level 6/7) in Public Management/Monitoring and Evaluation with 3-5 years' experience at supervisory level in the NPO environment. A valid driver's license. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures

		regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
<u>DUTIES</u>	:	Planning and scheduling staff and resources for conducting of onsite financial compliance Monitoring to funded organisations. Managing the identification of discrepancies on compliance of funded NPO's. Scheduling staff and other resources on the identification of NPO's financial and administrative capacity building requirements. Managing the provision and submission of progress reports on the implementation of NPO's financial and administrative capacity building plan. Managing the preparation of reports on programmes performed by NPO's. Planning and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO's. Managing the completion and submission of recommended appropriate interventions. Developing staff work plan. Supervising staff performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CS Dukwana Tel No: (011) 355 9502
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox street, for Attention Ms CS Dukwana Tel:(011) 355 9502 or Private Bag X1, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/201</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> <u>REF NO: SD/2021/08/19</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum, (plus benefits)
	:	Tshwane Region
	:	A three-year tertiary qualification (NQF Level 6 or 7) in Finance/Supply Chain Management or equivalent qualification with a minimum of 3-5 years' experience at supervisory level in Finance or Supply Chain Management environment in the Public Service. A Valid driver's licence. Knowledge and understanding of legislative and policy framework regulating Financial Management systems, procedures, and processes in the Public Service. Knowledge and understanding of legislative and policy framework regulating Supply Chain Management systems, procedures, and processes in the Public Service. Problem Solving, Customer Focus and Responsiveness, Communication, Honesty, and Integrity. Skills Report writing skills, Communication skills, Problem solving skills, Interpersonal skills, Planning and Organising skills, Coordination skills and Analytical skills.
<u>DUTIES</u>	:	Management of Finance Functions, Management of Procurement functions, Management of Assets, Management of outsourced contracts, Management of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Attholam Kotsedi Tel No: (012) 359 3314
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr A Kotsedi Tel:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/202</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND RECORDS MANAGEMENT</u> <u>REF NO: SD/2021/08/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum, (plus benefits)
	:	JHB Metro Region
	:	A 3 Three-year Tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience. A Valid drivers' licence. Skills and Competencies: Knowledge and understanding of Human Resource legislative, policy, procedures, and processes applicable in the public service. Communication, Management Dispute Resolution Conflict Resolution, Negotiation Planning and organizing Analytical, Computer and Presentation Skills.
<u>DUTIES</u>	:	Coordination of Recruitment, Coordination of Service Benefits and Conditions of Service Functions. Coordination of Labour Relations and Human Resource

		Development Functions. Coordination of Performance Management and Document Management Function. Management of Staff.
<u>ENQUIRIES</u>	:	Ms DN Mahlangu Tel No: (011) 355 9528
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 41 Fox Street, Johannesburg 2000, for Attention- Ms DN Mahlangu Tel No: (011) 355 9528.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/203</u>	:	<u>ASSISTANT DIRECTOR- LABOUR RELATIONS REF NO: SD/2021/08/21</u>
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A three-year Tertiary qualification (NQF Level 6/7) in Human Resource Management/Labour Relations /Labour Law or equivalent qualification with 3-5 years' Supervisory experience in Labour Relations. A valid driver's licence. Knowledge and understanding of Collective Bargaining, Dispute Resolution, Management of Discipline and Grievances, legislation and policy framework, procedures, and processes applicable in the Public Service. Knowledge and understanding of current Collective Agreements legally binding to the Department. Knowledge and understanding of Departmental Labour Relations challenges, priorities, procedures, and processes. Skills and Competencies: Ability to handle pressure, report writing, negotiation, conflict resolution, people management, communication, and collective bargaining skills.
<u>DUTIES</u>	:	Attend Departmental Multi-Lateral Forums, Collective Bargaining Forums, Attend to and support entity multi-lateral forums and Bilateral Forums. Represent the Department in conciliation cases, Dispute Resolution arbitration cases and implement the outcomes /agreements arising from dispute cases. Management of Discipline, represent the Department during formal disciplinary hearing, provide advice on informal disciplinary hearing and ensure the implementation of disciplinary sanctions. Management of Grievances and advice line managers in resolving staff grievances and monitor the implementation of grievance outcomes. Coordination of employment relation reporting and administration of the Regions and Head Office. Report on Departmental bargaining processes, disputes, grievances, and disciplinary cases.
<u>ENQUIRIES</u>	:	Mr C Maabane Tel No: (011) 227 0060
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel No: (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/204</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: SD/2021/08/22</u>
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A three-year Tertiary Qualification in Built environment or Facilities Management. A minimum of 3 – 5 years' experience at supervisor level. A valid driver's licence. Computer Literacy. Knowledge of PFMA, Treasury Regulation, Practice Notes, Instructions and Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies and National Building Standards Act and Regulations. Knowledge of OHS Act, Government Immovable Asset Management Act, Public Service Act and Provincial IDMS Framework. Skills and Competencies: analytic, project management, communication, problem solving, conflict management interpersonal, planning and organising, leadership and coordination skills. Teamwork, staff development, information systems and budgeting process.
<u>DUTIES</u>	:	Overall management of the facilities Management in the Department, Acquiring of office accommodation for all Regions. Develop plans, budgets and service models for provision of hygiene and cleaning services in Head office. Management of FMU budget utilisation which includes procurement of goods and services. Ensure leased buildings comply with the minimum building

		regulations before occupation. Ensure that lease agreements with private Landlords are signed timeously. Manage staff development and performance against the Departmental objectives in line with strategic, operational and turnaround plans. Participating in the development, monitoring and review of operational plans of the unit. Ensure that lease agreements with private Landlords are signed timeously. Prepare specifications for contract services such as hygiene and cleaning in Head office.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr Z Jaca, Tel No: (011) 355 7678 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/205</u>	:	<u>SOCIAL WORK POLICY DEVELOPER REF NO: SD/2021/08/23</u>
<u>SALARY</u>	:	R363 801 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development and financial management.
<u>DUTIES</u>	:	Develop, implement, and maintain HIV and AIDS policies and guidelines. Monitor and evaluate HIV and AIDS services rendered by funded NPO's. Conduct training and capacity building. Communicate revised policies, norms, and standards. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Mr Z Jaca Tel No: (011) 355 7678
<u>APPLICATION</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000 for attention Mr Z Jaca (011) 355 7678.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/206</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2021/08/24 (X2 POSTS)</u>
<u>SALARY</u>	:	R363 801 per annum, (within the OSD Framework)
<u>CENTRE</u>	:	Ekurhuleni Region
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Community Development, Development studies or Social Sciences and minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Integrated Community Development and mobilization functions in the Public service. Knowledge and understanding of Departmental Community development priorities and commitments. Good report writing, communication, coordination, computer literacy, planning and organizing skills. A valid driver's license.
<u>DUTIES</u>	:	Supervising Assistant and Community Development practitioners towards household and community profiling, identification of priority interventions and the implementation of community development interventions. Monitor the promotion and implementation of various youth development, outreach, and social programmes. Monitor and guide the identification of cooperatives and Non-Profit Organizations in need of interventions and the implementation of empowerment programmes. Plan, prepare and analyse household profiling. Supervise and monitor identified development interventions. Plan and monitor the provision of food parcels to communities and the households in distress and assist in the registration and establishment of regional food banks.

		Monitors identify and report on the distributions of school uniforms to schools in need. Supervise staff.
<u>ENQUIRIES</u>	:	Ms Ziyanda Noncolela Tel No: (011) 820 0429
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Attention- Ms Z Noncolela Tel- (011) 820 0429) Ekurhuleni Region, 40 Catlin Street Germiston 1401
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/207</u>	:	<u>SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2020/08/25</u>
<u>SALARY</u>	:	R316 791 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF Level 6/7) in Internal Auditing/Internal Control. Minimum 2-3 years' experience at a supervisory level. Code B Driver's License. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtor's management, creditors management, strategic planning, monitoring, and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.
<u>DUTIES</u>	:	Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Plan and organize the quarterly key controls assessment with relevant management without assistance from supervisor. Undertake the testing and reporting on the quarterly key control assessments with no assistance of supervisor. Communicate all deficiencies identified with relevant management during the quarterly assessment without assistance of supervisor. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING IV, Integrity Management Framework. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury without assistance of the supervisor. Supervise and monitor audit processes. Monthly undertake the tracking of status of implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Testing the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings. Make inputs to the Directorates budgeting and strategic planning process.
<u>ENQUIRIES</u>	:	Mr C Maabane Tel No: (011) 227 0060
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel No: (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/208</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT & CHANGE MANAGEMENT REF NO: SD/2021/08/26</u>
<u>SALARY</u>	:	R316 791 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A 3 Year Tertiary Qualification (NQF Level 6/7) in Management Services / Operations or Production Management /Industrial psychology /Human Resource Management and Productivity Management. 2 – 3 years' experience

		in the OD environment, Knowledge and understanding of Organizational Development systems, procedures, processes, and practices applicable in the Public Service. Knowledge and application of PERSAL system. Skills and Competencies: change management, establishment administration, job profiling, report writing, consultation, communication, people Management and Inter-personal Skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordination of Job Profiling functions, Coordination of Job Evaluation Functions. Coordination of Organizational Structure and Establishment Functions. Coordination of Change Management Projects. Assist in coordination of Human Resource Planning Functions. Coordination of Work Study Functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Maabane Tel No: (011) 227 0060
	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building. For attention Mr C Maabane (011) 227 0060.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/209</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER-RECRUITMENT REF NO: SD/2021/08/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	Three-year Tertiary qualification (NQF Level 6/7) in Human Resource Management with 2 - 3 years' experience in the Recruitment environment in the Public Service. A valid driver's licence. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes, and procedures applicable in the Public Service. Skills and Competencies: Target oriented individual, Performance and self-driven, Honesty and integrity. Must have facilitation skills, consultation skills, budgeting skills, leadership skills, problem solving skills and communication skills, people management and empowerment skills.
<u>DUTIES</u>	:	Management of Pre-recruitment functions. Supervise the preparation and submission for approval of motivation for filling of posts. Draft and place job adverts. Management of Selection Procedures. Plan and schedule staff for preliminary shortlisting. Manage the preparation of shortlisting and interview motivation. Management of Appointment Procedures. Supervise the preparation and submission of documents for processing of appointment of staff on PERSAL. Management of Probation Process. Monitor the receiving, capturing, and archiving of quarterly probation reports. Management of Promotions. Supervise the preparation and submission of documents for promotion of staff. Management of Transfers. Management of OSD Functions. Supervise the appointment procedures and processes of OSD staff categories. Management of Staff. Manage staff performance. Plan and implement staff development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Maabane Tel No: (011) 227 0060
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel No: (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/210</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum, (plus benefits)
	:	Johannesburg Metro Region and Head Office (Johannesburg)
	:	Johannesburg Metro Region: Ref No; SD/2021/08/29 (X1 Post)
	:	Head Office: Ref No: SD/2021/08/30 (X1 Post)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' administrative experience in Fleet Management environment. A Valid driver's licence. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation,

		administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.
<u>DUTIES</u>	:	Vehicle inspections. Booking of vehicles for repairs and servicing. Compliance monitoring of vehicles. Monitoring of vehicle utilisation. Management of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CS Dukwana Tel No: (011) 355 9502 and Mr Z Jaka Tel No: (011) 355 7678
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox street, Private Bag X1, Johannesburg, 2000 and 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr Z Jaka, Tel- (011) 355 7678 or posted to- Private Bag X35, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/211</u>	:	<u>SENIOR SUPPLY CHAIN OFFICER TENDER & CONTRACT MANAGEMENT REF NO: SD/2021/08/31</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	316 791 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	A 3-year tertiary qualification (NQF level 6 or 7) in Supply Chain with 2-3 experience in the Supervisory level in Supply Chain/ Logistics/ Finance and Public Management. A valid driver's licence. Basic Knowledge and understanding of tender and contract management legislative framework in the Public Service. Knowledge and understanding of PFMA. Skills and Competencies: Report writing, communication, problem solving, interpersonal skills, Tender administration skills, planning and organizing skill.
<u>DUTIES</u>	:	Execution of short terms contracts for outsourced services and quotations above R500 000.00 to R1 million. Notify end-users about submission of specifications for short term contracts and ensure that the specifications are in line with legislative requirements. Maintain register of short of short-term contracts and submission of reports on monthly basis. Loading of outsourced service contracts on the SAP and CRA. Loading of RT Contracts on the SAP system. Monitor compliance to short contracts terms and conditions. Render secretarial and support services to the Quotation Committee.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Cimani Tel No: (011) 355 7707
	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention- Ms V Cimani (011) 355 7707.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/212</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES REF NO: SD/2021/08/32</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum, (plus benefits)
	:	Walter Sisulu Child and Youth Care Centre
	:	A three (3) year' Tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Administration with 2-3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems, and procedures in the Public Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual.

		Must have People Management skills, Report writing skills, Coordination skills, planning and organising capabilities, Communication skills and Leadership skills.
<u>DUTIES</u>	:	Management of Human Resource Functions. Manage Human Resource Administration, functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions. Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff. Manage staff performance and development. Manage staff leave plan. Manage staff training needs. Manage staff grievances and disciplinary matters.
<u>ENQUIRIES</u>	:	Mr Robert Opperman Tel No: (011) 983 0000
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr RD Opperman Tel : (011) 983 0000, Walter Sisulu Child and Youth Care Centre, No 03 Modder Street, Noordgesig, Soweto, 1804.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/213</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION</u> <u>REF NO: SD/2021/08/33</u> (Directorate: Monitoring and Evaluation)
<u>SALARY</u>	:	R316 791 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg Metro Region
<u>REQUIREMENTS</u>	:	A three-year qualification (NQF Level 6/7) in Monitoring and Evaluation with 3-4 years' experience in Performance Monitoring and Evaluation environment. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes, and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer, and interpersonal relations skills. Honest and innovation individual.
<u>DUTIES</u>	:	Verification of programme performance information. Provision in the Development of Monitoring and Evaluation policies. Monitoring of Regions and Institutions of performance date. Compilation of accurate and valid programme performance reports. Supervision of staff and interns.
<u>ENQUIRIES</u>	:	Ms CS Dukwana Tel No: (011) 355 9502
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox street, for attention Ms CS Dukwana Tel No: (011) 355 9502 or Private Bag X1, Johannesburg, 2000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/214</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FACILITY MANAGEMENT</u>
<u>SALARY</u>	:	R316 791 per annum, (plus benefits)
<u>CENTRE</u>	:	Mary Moodley Child and Youth Care Centre and JW Luckhoff Child and Youth Care Centre JW Luckhoff CYCC Ref No: SD/2021/08/34 (X1 Post) Marry Moodley CYCC Ref No: SD/2021/08/35 (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) year' Tertiary Qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years' experience in the Facilities Management. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

<u>DUTIES</u>	:	Upgrading of Infrastructure Identify infrastructure upgrading requirements. Prepare specifications for upgrading projects. Participate in Departmental tender processes. Monitor contractors on infrastructure upgrading projects. Maintenance of infrastructure. Identify infrastructure maintenance requirements. Prepare specifications for maintenance projects. Coordination of Occupational Health and Safety programme. Design occupational health and safety plan. Communicate occupational health and safety plan. Management of staff, performance, development, and training needs.
<u>ENQUIRIES</u>	:	Ms T Chauke Tel No: (011) 964 8725- Mary Moodley CYCC and Ms MCJ Fouche Tel No: (010) 344 1280- JW Luckhoff CYCC
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Mary Moodley Child and Youth Care Centre, 1 Tsetsebe Street, Mackenzie Park, Benoni, 1500 for attention: Ms T Chauke Tel No: (011) 964 8725 and JW Luckhoff Child and Youth Care Centre, R23 Balfour/Standerton Road, Heidelberg, 1441 for attention Ms MCJ Fouche Tel No: (010) 344 1280
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/215</u>	:	<u>ADMINISTRATIVE OFFICER: RESEARCH AND POLICY COORDINATION</u> <u>REF NO: SD/2021/08/36</u>
<u>SALARY</u>	:	R257 508 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification at NQF level 6 or 7 in the field of Public Policy with 1 - 2 years' experience in policy and research environment in the Public Service. A valid driver's licence understanding of Policy processes, procedures, systems monitoring and evaluation. Skills and Competencies: Report writing, communication, Analytical skills, problem solving, interpersonal skills, Planning and co-ordinating.
<u>DUTIES</u>	:	Policy Analysis. Provide assistance in the analysis of existing policies, assist in the identification of policy gaps, compile a policy analysis report. Policy Development Assist in the design of draft policies in terms of policy development systems, procedures, and processes. Policy Implementation. Disseminate revised and newly developed policies to staff. Policy Monitoring and Evaluation Conduct the monitoring of approved policies based on the correct and effective implementation of approved policies. Policy Review, analyse policy gaps identified during implementation phase Submit proposed policy amendments for consultation and approval process.
<u>ENQUIRIES</u>	:	Ms V Cimini Tel No: (011) 355 7707
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention – Ms V Cimini (011) 355 7707.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/216</u>	:	<u>ADMINISTRATION OFFICER: ACCOUNTS PAYABLE REF NO:</u> <u>SD/2021/08/37</u>
<u>SALARY</u>	:	R257 508 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A 3-year Tertiary qualification in Finance NQF Level 6 or 7 with 1-2 years' experience in Finance. A valid driver's license. Knowledge and understanding of legislative and policy framework regulating the accounts payable processes, procedures, and systems. Knowledge and understanding of Departmental Accounts Payable procedures, processes, and systems. Knowledge and understanding the PFMA act. Knowledge and understanding the treasury regulations. Skills and competencies: Analytical, Report writing, Communication, Interpersonal, Coordination and Facilitation skills.
<u>DUTIES</u>	:	Prepare of expenditure within Department. Replenishment of petty cash and cashier services: Prepare and compile petty cash request and pocket money. Reconciliation of payments: Compilation and reconciliation of all creditors including +2000 NGOs. Maintenance of accounting records: Update and maintain the filing system of all accounting records. Implement individual Entity

		registration record. Update and maintain the Invoice Register. Financial reporting. Prepare monthly expenditure reports. Prepare quarterly expenditure reports.
<u>ENQUIRIES</u>	:	Mr O Mkhabela Tel No: 011 355 7937
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to The Gauteng Department of Social Development. 69 Commissioner Street Perm Building.
<u>FOR ATTENTION</u>	:	Ms N Dube Tel No: (011) 355 7672
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/217</u>	:	<u>COMMUNICATIONS OFFICER - GRAPHIC DESIGNER REF NO: SD/2021/08/38</u>
<u>SALARY</u>	:	R257 508 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6/7 qualification in Graphic Design or in related fields. Minimum 2-3 years desktop publishing skills, layout and design, graphic design skills, DTP and photo editing, media production skills, ability to communicate effectively with appropriate target audiences both internal and external. IT skills, presentation skills and knowledge of Apple Macintosh computer literacy and proficiency in adobe Creative Suite experience. Ability to creatively interpret briefs from clients and ensuring compliance to CI manual. An experience working in an advertising agency or printing environment will be an added advantage. A Valid driver's licence. A full portfolio of evidence highlighting the candidates work will be required should they be shortlisted.
<u>DUTIES</u>	:	Review text, graphics, or other materials created by content developers and design products for publication on platforms specified by clients. Edit graphics, photographs, images and illustrations for use in creative designs and ensure that the CI Manual is protected, and all products produced especially stationery and all other material designed complies with the CI requirements. Integrate text and images to ensure creative cohesive material for clients and conceptualised products in line with client's briefs. Design products such as stationery, posters, pamphlets, booklets, banners, backdrops, brochures, newsletters, adverts, promoting the corporate image of the Gauteng Provincial Government. Liaise with clients/photographers and report to Assistant Director Marketing on their outputs. Technically proficiency in all design hardware and software tools including but not restricted to Apple Mac's Hardware and Adobe Suite software.
<u>ENQUIRIES</u>	:	Ms V Cimoni Tel No: (011) 355 7707
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street per Building.
<u>FOR ATTENTION</u>	:	Ms V Cimoni Tel No: (011) 355 7707
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/218</u>	:	<u>SUPPLY CHAIN OFFICER (PROCUREMENT) REF NO: SD/2021/08/39</u>
<u>SALARY</u>	:	R257 508 per annum, (plus benefits)
<u>CENTRE</u>	:	Soshanguve Secure Care Centre
<u>REQUIREMENTS</u>	:	A 3 years' tertiary qualification (NQF Level 6 or 7) in Logistical/Purchasing or equivalent with 1-2 years' experience in the field. A valid driver's licence. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of Departmental constitutional mandate. Budget and financial management skills. Good conflict resolution and people management skills. Computer literate and communications skills.
<u>DUTIES</u>	:	Supervise the capturing of requisitions. Assist end users with using of catalogue and material masters. Supervise expediting of outstanding orders. Facilitation of quotation from vendors. Payment management. Supervise and expediting on all invoices submitted to GDF. Monitor finalisation of queries with Department. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms California Sekgothe Tel No: (012) 730 2015

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development for attention Ms California Sekgothe Tel No: (012) 730 2015, Soshanguve Secure Care Centre, 313 Soutpan Road, Private Bag X 73, Soshanguve, 0152.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/219</u>	:	<u>ADMINISTRATIVE OFFICER-FINANCE REF NO: SD/2021/08/40</u>
<u>SALARY</u>	:	R257 508 per annum, (plus benefits)
<u>CENRE</u>	:	Tshwane Region
<u>REQUIREMENTS</u>	:	A 3 Year Tertiary Qualification (NQF Level 6/7) with 1 – 2 years' relevant experience in administrative environment. A valid driver's licence. Knowledge of Public Sector Finance. Knowledge of legislative prescripts relating to Public Finance. Knowledge of Public Sector Finance. Computer Literacy and knowledge of Computer Software Programs i.e., MS Office package. Skills and Competencies Report writing, communication, problem solving, interpersonal skills, planning and organizing skill.
<u>DUTIES</u>	:	Supervise the costing of budget inputs and consolidate budget inputs. Monitor budget and expenditure. Supervise financial administration functions and cashier services. Administer Place of Safety payments and other inter-governmental payment processes. Supervision of finance staff.
<u>ENQUIRIES</u>	:	Mr Athlang Kotsedi Tel No: (012) 359 3314
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr A Kotsedi Tel:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/220</u>	:	<u>PROFESSIONAL NURSE GRADE 1 REF NO SD/2021/08/41</u>
<u>SALARY</u>	:	R256 905 per annum, (within the OSD framework)
<u>CENRE</u>	:	JW Luckhoff Child and Youth Care Centre
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e., Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating Nursing practice, processes, and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the institution. Skills and Competencies: Project Management, analytical, Report Writing, Monitoring and Evaluation, Communication and People Management Skills, Specialization in Psychiatry will be an added advantage.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practise in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing as directed by the professional code of practice and standard as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms MCJ Fouche Tel No: (010) 344 1280
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development JW Luckhoff Child and Youth Care Centre, R23 Balfour/Standerton Road, Heidelberg, 1441
<u>FOR ATTENTION</u>	:	Ms MCJ Fouche Tel No: (010) 344 1280
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<u>CLOSING DATE</u>	:	10 September 2021

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

INTERNSHIP PROGRAMME FOR 2021/2023

<u>APPLICATIONS</u>	:	Should be submitted to 35 Surrey house, NBS Building, corner Fox and Rissik Street, Johannesburg, 2000 or by email SACR.Recruitment@gauteng.gov.za .
<u>CLOSING DATE</u>	:	22 September 2021

NOTE : Gauteng Department of Sport, Arts, Culture and Recreation would like to invite qualifying graduates to apply to participate in an internship programme in the 2021/ 2023 financial year. Gauteng Department of Sport, Arts, Culture and Recreation uphold the right to place or reject applications based on service delivery needs and requirements. The internship is meant to provide work exposure to sixty (60) graduates for a period of twenty-four (24) months. Applicants must be unemployed and never participated in the internship programme previously. Placement in the organization after the programme is not guarantee, Applications should be accompanied by new Z83 form, CV and copies of qualifications, Identity documents and any other relevant documents. Such copies need not be certified when applying for an internship programme. Certified documents will be required from shortlisted applicants. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. No applications will be considered after the closing date.

OTHER POSTS

POST 30/221 : **GRADUATE INTERNSHIP PROGRAMME STRATEGIC MANAGEMENT REFS/ 3/2/1 (X2 POSTS)**
 Directorate: Strategic Management
 Sub- Directorate: Strategic Management

STIPEND : R6 083.70 per month
CENTRE : (Head Office) Johannesburg
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Public/ Business Administration / Management / Monitoring and Evaluation relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

ENQUIRIES : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 30/222 : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/2 (X1 POST)**
 Directorate: Transformation (GEYODI)

STIPEND : R6 083.70 per month
CENTRE : (Head Office) Johannesburg
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Public Administration/ Gender Studies relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

ENQUIRIES : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 30/223 : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/3 (X3 POSTS)**
 Chief Directorate: Corporate Services
 Directorate: Communication

STIPEND : R6 083.70 per month
CENTRE : (Head Office) Johannesburg
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in in Project Management / Public Relations / Internal communication / Graphic Design / Digital Media /Journalism / Marketing / Office Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

ENQUIRIES : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 30/224 : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/4 (X2 POSTS)**
 Chief Directorate: Corporate Services
 Sub-Directorate: Information and Communication Technology

STIPEND : R6 083.70 per month
CENTRE : (Head Office) Johannesburg
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in MCSE/MCSA /Diploma in Information Technology MCSE/MCSA/Share Point Developer/Computer science/ Software Programming and Development

		relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/225</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ /3/2/5 (X2 POSTS)</u> Chief Directorate: Sport and Recreation Directorate: Sport and Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	(Head office and GSC)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport Administration/ Management / Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/226</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS//3/2/6 (X2 POSTS)</u> Chief Directorate: Sport and Recreation Directorate: Sport Development
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	(Head Office) Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in in Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/227</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/7 (X2 POSTS SPORTS AND RECREATION)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Central Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport Administration/ Management / Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/228</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/8 (X2 POSTS ARTS AND CULTURE)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Central Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/229</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/9 (X1 ADMIN)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Central Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/230</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/10 (X2 POSTS ARTS AND CULTURE)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	West Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/231</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/11 (X2 POSTS SPORT AND RECREATION)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	West Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education) relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/232</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/12 (X1 ADMIN)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	West Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/233</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/13 (X2 POSTS ARTS AND CULTURE)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	East Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/234</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/12 (X2 POSTS SPORT AND RECREATION)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	East Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education) qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/235</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/13 (X1 ADMIN)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	East Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/236</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/14 (X2 POSTS ARTS AND CULTURE)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	South Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/237</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/15 (X2 POSTS SPORT AND RECREATION)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	South Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education) or relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/238</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/16 (X1 ADMIN)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	South Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Finance/Administration Management/ Transport Management or relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/239</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/17 (X2 POSTS ARTS AND CULTURE)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/240</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/18 (X2 SPORT AND RECREATION)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/241</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/19 (X1 POST ADMIN)</u> Chief Directorate: Corridor Coordination
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North Corridor
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/242</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/23 (X2 POSTS)</u> Chief Directorate: Cultural Affairs Directorate: Creative Cluster
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	(Head Office) Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/243</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/24 (X5 POSTS)</u> Chief Directorate: Cultural Affairs Directorate: Library Services
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Head office and Corridors
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Library and Information Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/244</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/25 (X2 POSTS)</u> Chief Directorate: Cultural Affairs Directorate: Archives
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Kagiso Archiving Centre
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Archives and Records Management/ relevant qualification as recognized by

		SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/245</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/26 (X2 POSTS)</u> Chief Directorate: Cultural Affairs Sub- Directorate: PHRA-G
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.70 per month (Head office and PHRA-G)
	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Heritage Management and Conservation Studies / Social Sciences Studies, Measuring in History, etc. /Tourism and Conservation studies /Studies in Architecture and Architectural History / Archaeology and Paleontology Studies relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/246</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ /3/2/5 (X2 POSTS)</u> Chief Directorate: Sport and Recreation Directorate: Competitive Sports
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.70 per month (Head office and GSC)
	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport Administration/ Management / Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/247</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/27 (X3 POSTS)</u> Chief Directorate: Cultural Affairs Directorate: Heritage
<u>STIPEND CENTRE</u>	:	R6 083.70 per month. Head Office
	:	Xitsonga Language (X1 Post) Afrikaans (X1 Post) Sign Language (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in languages or qualification with one of the relevant Languages as a Major Subject, relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<u>ENQUIRIES</u>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 30/248</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/28 (X5 POSTS)</u> Chief Directorate: Cultural Affairs Sub- Directorate: Museums
<u>STIPEND CENTRE</u>	:	R6 083.70 per month. Head Office
	:	Museums (X3 Posts) Liberation Heritage Route and Heroes and Heroines (X1 Post) National Symbols (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in GIS, Social Science (History, Geography and Anthropology)/Cultural Heritage relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

ENQUIRIES : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 30/249 : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/29 (X2 POSTS)**
Chief Directorate: Cultural Affairs
Sub- Directorate: Geographical Names

STIPEND : R6 083.70 per month.
CENTRE : Head Office
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Heritage / Political Science / Arts and Culture / Museums / Facility Management/ Tourism relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

ENQUIRIES : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

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

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

ERRATUM: Kindly note that the following X03 Posts advertised in Public Service Vacancy Circular 27 dated 06 August 2021, They have been amended as follows: (1) Medical Officer Grade 1, 2 & 3 with Ref No: APP/16/2021 (X3 Posts), Assistant Manager Nursing with Ref No: APP/15/2021, Operational Manager Grade 1 (PHC) Efaye Clinic with Ref No: APP/17/2021. The applications should be forwarded to the following email due to non-availability of post office in Ozwathini Area, both were looted by unrest community protest. Email to: duduzile.shabangu@kznhealth.gov.za and Zakhele.nxumalo@kznhealth.gov.za. Currier or hand delivered to Applesbosch Hospital. The closing date has been extended to 17 September 2021.

OTHER POSTS

<u>POST 30/250</u>	:	<u>MEDICAL MANAGER GRADE 1 REF NO: CJMH 07/2021 (X1 POST)</u> Component: Medical Services
<u>SALARY</u>	:	R1 173 900 per annum. Other Benefits: Package consist of 70% basic salary and 30% flexible portion that May be structured in terms of the applicable rules. Plus 22% rural allowance and Commuted Overtime Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Charles Johnson Memorial Hospital Senior Certificate. Certified copy of MBCHB.A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Current annual fees registration with HPCSA 2021/2022. In –service applicants are required to obtain the proof of SAQA verification from their Human Resource department if applicable. Applicants are required to submit certificate of service detailing experience. Recommendations: Post-graduate diploma/degree of managing Clinical Services. Three (3) years management or supervisory experience will be an advantage. Valid driver's licence Knowledge, Skills, Training and Competences Required Appropriate experience of managing Clinical. Services. Strong leadership skills, excellent negotiation, facilitation and communication skills. (Written and verbal). Knowledge and skills in dealing with relevant Medico legal matters. Possess knowledge of relevant legislation such as Nation Health Act Pharmacy Act, Labour relations act, Public Act, Basic conditions of service Act, Occupational Health and Safety Act, Medical Allied Health Professional Act, Public Finance Management Act (PFMA).Have service delivery innovation and knowledge of problem solving and analysis communication, client orientation and customer focus. Willing to be available after hours.
<u>DUTIES</u>	:	Ensure the provisions of protocols and guidelines to the Medical Allied Professions Team. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership management and support to all clusters Managers Clinical Heads Clinical Managers Pharmacy Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Maintain service excellence by conducting regular meetings of clinical governance structures, Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams, the Health District Office and Medical School on medical management issues. Ensure optimal use of resources both human and financial. Evaluate the needs for medical equipment and provide advice and guidance on the selection. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure the cost-effective service delivery is maintained within the hospital. Conduct regular audits on attendance registers to ensure commuted overtime policies are strictly adhered to. Maintain discipline and deal with grievance and Labour Relations issues in terms of the laid down procedures and policies. Monitor medico legal claims against the hospital including assessing risks providing reports and

	implementing remedial measures. Promote work environment conducive to development and training for consultants' registers, medical officers' interns and other staff.
<u>ENQUIRIES</u>	: Ms PN Kunene Tel No: 034 271 6406
<u>APPLICATIONS</u>	: All application should be forwarded to: 92 Hlubi Street C. J. M. Hospital Nqutu 3135, Private Bag X5503, Nqutu, 3135
<u>FOR ATTENTION</u>	: Human Resource Manager
<u>NOTE</u>	: Applications should from any Public Service Department Human. Resource Department be submitted on form Z83 OR from the website www.kznhealth.gov.za . Copies of ID, Matric, highest educational qualifications and HPCSA registration – Current registration with HPCSA 2021. Updated Curriculum Vitae. Copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 06/2021. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. All candidates who had applied for this advertised post should re-apply.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/251</u>	: <u>MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2021 (X1 POST)</u> Department: Plastics and Reconstructive Surgery
<u>SALARY</u>	: Grade1: R1 106 040 per annum, (all-inclusive salary package), excluding commuted overtime. Grade 2: R1 264 623 per annum, (all-inclusive salary package), excluding commuted overtime Grade 3: R1 467 651 per annum, (all-inclusive salary package), excluding commuted overtime)
<u>CENTRE</u>	: Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	: Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience Experience Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology Grade 2 Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Grade 3: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage. Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).
<u>DUTIES</u>	: The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
<u>ENQUIRIES</u>	: Prof A Madaree Tel No: 031 2401171
<u>APPLICATIONS</u>	: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates

need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/252</u>	:	<u>MEDICAL SPECIALIST REF NO: MEDSPECRADONCO/1/2021</u> Department: Radiation Oncology
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, all-inclusive salary package, (Excluding commuted overtime) Grade 2: R1 264 623 per annum, all-inclusive salary package, (excluding commuted overtime) Grade 3: R1 467 651 per annum, all-inclusive salary package, (excluding commuted overtime)
<u>CENTRE REQUIREMENTS</u>	:	IALCH MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Experience: Grade 1: Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.
<u>DUTIES</u>	:	Provision of holistic care for oncology patients. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation in provision of postgraduate health personnel teaching. Attend departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance. Please note that the above duties will be performed at IALCH and Addington Hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Bhadree Tel No: 031 240 1920 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together

with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/253</u>	:	<u>MEDICAL OFFICER GRADE 3 REF NO: OTH CHC 09/2021 (X1 POST)</u> Re-Advertisement, Candidates who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R1 089 693 – R1 362 366 per annum. Other Benefits: 22% Rural Allowance of Basic Salary, Medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre (Jozini) Grade 12 (senior certificate). An MBChB degree. Proof of Current registration with HPCSA as a Medical Practitioner. A minimum of ten (10) years' experience after registration with HPCSA as a Practitioner. Valid driver's license. Foreign candidates require eleven (11) relevant experience after registration with a recognized Foreign Health Professional Council. Non South African citizen applicants need to have a valid work permit. Applicants in possession of foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their application. Certificate of service must be attached as proof of experience. Recommendations: Diploma in HIV & AIDS Management Knowledge, Skills, Training and Competencies Required: Sound Supervision and leadership skills. Ability to function as a part of multidisciplinary team. Knowledge of health related Acts, policies and regulations. Sound clinical knowledge and skills, and experience in District Health System and Primary Health Care. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills.
<u>DUTIES</u>	:	Manage performance and staff development of medical and allied health staff. Strengthen clinical governance in the institution in line with National Core Standards. Ensure the provision of safe, ethical and high quality medical care. Provide Leadership, support and supervision to all Medical and Allied Health staff (including Pharmacy, Radiology, Dietetics, Dental, Social work, Optometry and Psychology). Conduct clinical & records audits, morbidity and mortality and perinatal reviews. Actively participate in the institutional strategic and operational planning process. Manage and facilitate the formulation of Medical and Allied Health Services policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Examination, Diagnosis and management of patients in OPD, Wards and Clinics. Plan, manage and control resources allocated in a cost effective and efficient manner. Maintain discipline and deal with grievances and labour related issues. Assist with information management and analysis. Perform clinical & record audit and participate in Quality Improvement initiatives kindly attach certificate of Service/ Proof of work experience endorsed by HR.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.I Mthethwa Tel No: 035 572 9002 Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR

office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE

: 10 September 2021

POST 30/254

: **DEPUTY NURSING MANAGER REF NO: EPH 04/2021 (X1 POST)**
Cluster: KZN Department of Health

SALARY
CENTRE
REQUIREMENTS

: R843 618 – R949 482 per annum
Ekuhlengeni Psychiatric Hospital
: Senior Certificate (grade 12) , appropriate Degree OR Diploma in General Nursing and Psychiatric Nursing plus current registration with the SANC , Minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 Five years of the period referred to above must be appropriate and / recognizable experience Management level. Proof of previous experience and current employment experience (Certificate of Service) endorsed and stamped by Human Resource Office. Valid driver's license EB (code 08) and computer certificate. Candidate do not need to submit the certified documents only the shortlisted candidate will be required to submit the certified document documents on or before the day of the interview. Recommendation Degree / Diploma in Management Knowledge, Skill, Training & Competencies Required In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act, Health Act and Code of Ethics Knowledge and understanding of Professional practice of the South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act. Knowledge and understanding of Legislative framework governing the Public services including: Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures. Good communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills. Strategic planning, responsiveness, pro-activeness, professionalism, Accuracy and flexibility to work under pressure.

DUTIES

: Provide guidance and towards the realization of the strategic goals and objectives of the division Nursing Component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the hospital Strategic plan, Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs Advocate and ensure promotion of nursing ethos and professionalism Develop and monitor of policies, programmes, regulation, practices, procedures and standards pertaining to Nursing care Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources i.e. human Financial, physical and material in accordance with relevant directives and legislation. Establish, Supervise and maintain coordinated functioning of the Nursing service to ensure acceptable standard of patient care Analyze staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional Knowledge Formulate and manage the component's budget against its strategic objective and ensure proper utilization thereof Initiate and identify ways of containing health care costs without compromising standards Facilitate formulation, reviewing policies, procedures and implementation thereof Ensure functioning quality improvement programmes in each component / department Monitor expenditure by putting into place relevant mechanisms to ensure appropriate and economical use of resources.

ENQUIRIES
APPLICATIONS

: Ms. N.S. Padayachee Tel No: 031 – 9054 777/6/5
: All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3,

**FOR ATTENTION
NOTE**

Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

Ms. GP. Cele

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

CLOSING DATE

10 September 2021

POST 30/255

MEDICAL OFFICER REF NO: MO O&G/1/2021 (X1 POST)

Department: Obstetrics & Gynaecology

SALARY

Grade 1: R821 205 per annum, (All Inclusive Salary Package), excluding Commuted Overtime.

Grade 2: R938 964 per annum, (All-inclusive Salary Package), excluding Commuted Overtime.

Grade 3: R1 089 693 per annum, (All-inclusive Salary Package), excluding Commuted Overtime.

**CENTRE
REQUIREMENTS**

Inkosi Albert Luthuli Central Hospital

Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage.

Experience: No experience required. The appointment to **Grade 1** requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 3: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound Knowledge Of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

DUTIES

Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the

	departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.
<u>ENQUIRIE APPLICATIONS</u>	: Dr S Ramphal Tel No: 0312402407 / 0312402345 / 0312604206
	: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/256</u>	: <u>MEDICAL OFFICER GRADE 1, 2, & 3 REF NO: UNTU 09/2021 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 - R1 362 366 per annum (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Salary Package: (All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: 18% In-Hospitable Allowance of basic salary & Commuted Overtime (as per departmental need)
<u>CENTRE REQUIREMENTS</u>	: Untunjambili Hospital
	: Grade 1: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Proof of current registration (2018 - annual registration card). No experience required for Grade 1. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Proof of current registration (2018 - annual registration card). Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer. Proof of experience should be attached to the application. (Certificates of service or official. Letters of service from previous/current employers, signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 3: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA as a Medical Officer. Kindly Return All Documentation When Replying. Proof of current registration (2018 - annual registration card). Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers, signed and stamped by HR). Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Sound knowledge and clinical and surgical skills associated with practice of District Level Hospital i.e.

	caesarean sections and spinal anaesthetic, ectopic pregnancies, circumcisions. Must be able to perform a caesarean section. Knowledge of ethical medicine including HIV and TB, Paediatrics, Surgery, Obstetrics and Gynaecology, Orthopaedics, Psychiatry, Emergency medicine and Anaesthetics. Good interpersonal and communication skills. Ability to work under pressure. Assessment, analysis and Management skills. Teaching and supervision of junior doctor's students'. Knowledge of all applicable legislation.
<u>DUTIES</u>	: Clinical and administrative duties/ responsibilities for the respective wards. Implement quality standards and practises and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty, Wards and Clinics. Diagnosing and facilitating referrals to high level of care. After hours participation in call rosters. Perform emergence procedures and administer anaesthesia. Facilitation of staff training and on-going medical education.
<u>ENQUIRIES</u>	: Dr A Subrati Tel No: 033-444 1707
<u>APPLICATIONS</u>	: should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268
<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, copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (Only shortlisted candidates will submit certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> 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 who will be attending interview. African males are encouraged to apply.
<u>CLOSING DATE</u>	: 17 September 2021
<u>POST 30/257</u>	: <u>MEDICAL OFFICER (GRADE 1, 2, 3) NEUROSURGERY REF NO: GS 49/21</u> Component: Surgery
<u>SALARY</u>	: Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	: Greys Hospital, Pietermaritzburg : Senior Certificate or Equivalent MBChB degree or equivalent. PLUS Current Registration certificate with the HPCSA as a Medical Practitioner by the time of appointment Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified

candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations Candidate must be able to perform a detailed clinical assessment of trauma and patients with neurosurgical conditions. Experience in neurosurgery environment will be an advantage. Work experience in a major hospital and/or in a trauma centre will be an advantage. Candidates with basic surgical experience and skills, and ATLS will be an advantage Knowledge, Skills, Experience and Competencies: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES

: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients To provide telephonic consultations from referring doctors, identify health care needs and discuss these to seniors to advise referring doctor appropriately. To participate in ward rounds, patient management in the ward, optimisation of patients for planned surgery, assisting in theatre and performing after hours' calls. Assist with human resource development for medical staff: Conduct Orientation and Induction Programme for new Medical staff, provide guidance and advice to junior medical staff (interns/community service medical officers) and assist with the development of training programmes. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Edendale hospital as appropriate to their grade of qualification and experience.

ENQUIRIES APPLICATIONS

: Dr S Sonya Tel No: 033 8973381
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION NOTE

: Mrs M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the of the interview following communication from HR. (c) Curriculum Vitae NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 49/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male

CLOSING DATE

: 10 September 2021

<u>POST 30/258</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: UNTU07/2021 (X1 POST)</u> Component: Medical
<u>SALARY</u>	:	R713 361 - R784 278 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance.
<u>CENTRE</u>	:	Untunjambili Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate or Grade 12. An appropriate qualification that allows registration with HPCSA as a Clinical Psychologist (2021-2022). No experience required after registration with the Health Professional Council (HPCSA) Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year experience after registration as a Psychologist with a recognised foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Certificate of service (work experience) which must be stamped by Human Resource Manager. Grade 2: A minimum of 8 years' experience relevant experience after registration with the Health Professional Council (HPCSA) as a psychologist in respect of RSA qualified employees who performed community service as required in South Africa. A minimum of 9 years relevant experience after registration with the Health Profession Council (HPCSA) as psychologist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 16 years' experience relevant experience after registration with the Health Professional Council (HPCSA) as a psychologist in respect of RSA qualified employees who performed community service as required in South Africa. A minimum of 17 years relevant experience after registration with the Health Profession Council (HPCSA) as psychologist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Comprehensive knowledge of psycho-diagnostic and therapeutic interventions suitable to a (tertiary) hospital setting. Clinical skills include individual clinical and psychometric assessment, individual psychotherapy, group psych education and therapy skills sound knowledge of policies, protocols and procedures applicable to the profession and the hospital. Ability to co-ordinate psychological intervention in specialist medical fields. Good verbal and written communication skills; good time management skills; meeting tight deadlines. Computer proficiency, including experience with Micro Soft office package. Good interpersonal decision-making and problem solving skills. Resilience, self-motivation and dedication to service ethic. Strong Generic leadership and management skills and competencies.
<u>DUTIES</u>	:	Provide general psychological services (individual and group) to in- and out – patients, adults and children. Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to communicate with patients and relatives. Maintain accurate records and statistics. Designing, implementing and coordinating holistic psychology programmes for patients within a multi-disciplinary team framework, through consultation/liaison with other departments/ shareholders when required. Ensure compliance with policies and procedures. Responsible for general administrative duties, including training and supervision meetings, maintain records and statistics, strategic and operational planning, HR-related activities, risk management etc. Management and updating of treatment protocols, assessment tools. Policies SOPS, protocols. Addressing quality and risk related aspects, including QIPs, Norms and standards, Ideal Hospital Realization and Maintenance Framework compliance and risk register. Facilitation of relevant health promotion and related activities. Participation in and addressing ethic consultations, ethics meetings, medico legal cases, medico legal centre of excellence, etc.
<u>ENQUIRIES</u>	:	Dr A Subrati Tel No: 033-444 1707
<u>APPLICATIONS</u>	:	should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268.
<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, copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (Only shortlisted candidates will submit

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 who will be attending interview.* African males are encouraged to apply.

CLOSING DATE

: 17 September 2021

POST 30/259

: **ASSISTANT MANAGER NURSING SPECIALTY – CRITICAL CARE DEPARTMENT GRADE 1 REF NO: HRM 62/2021 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS

: Grade 1: R614 991 – R692 166 per annum, (including benefits)
: King Edward VIII Hospital Complex
: Matric/Senior Certificate or equivalent qualification Plus Degree/Diploma in General Nursing Science and Midwifery plus Registration with SANC as a Professional nurse Plus Proof of current registration with SANC for 2021 A post basic nursing qualification in Critical Care Nursing Science, with duration of at least 1 year accredited with the SANC. Plus Minimum of 10 years appropriate recognizable experience in Nursing after registration as a professional nurse Plus At least 6 years of the period referred to above must be appropriate recognizable nursing experience in the specialty after obtaining the one year post basic qualification in Critical care. At least 3 years of the period referred to above must be appropriate recognizable experience at a Management level Plus Certificate of service endorsed by HR as a proof of experience Plus proof of current registration with the SANC Recommendations: Computer Literacy, Diploma/degree in Nursing Management will be an added advantage, Driver's License Code EB (08) Knowledge, Skills, Training And Competencies Required: Knowledge and insight into nursing processes and procedures, knowledge and insight into nursing statutes and other relevant public service acts, decision and problem solving skills, interpersonal skills and conflict management skills, good communication skills, supervisory and analytical thinking skills, ability to implement National core standards, basic understanding of HR and financial policies and

DUTIES

: Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Critical care component, in conjunction with team members, within a professional and legal framework, ensure the maintenance of quality care standards in the Critical Care services, ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner, ensure effective utilization of all infection control and prevention practices by all staff including support and cleaning staff, supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, operational and strategic plans aimed at improving service delivery, Facilitate and ensure implementation of department priorities and national core standards, monitoring and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients records, demonstrate a concern for patients, promoting and advocating proper treatment and care, monitor and evaluate staff performance, ensure effective data management, ensure ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary team, exercise control over discipline grievance on all labour related issues, develop/establish and maintain constructive working relationship with nursing and other stakeholders.

ENQUIRIES

: Mrs. N. Ngcobo Tel No: 031 360 3026

<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 30/260</u>	:	<u>ASSISTANT MANAGER NURSING (OBSTETRICS AND GYNAECOLOGY INCLUDING PAEDIATRICS) REF NO: GTN 17/2021 (X1 POST)</u>
<u>SALARY</u>	:	R614 991 per annum, (Other benefits: Medical Aid optional) In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements), An all-inclusive package & 12% Rural Allowance
<u>CENTER REQUIREMENTS</u>	:	Greytown Hospital
	:	Matric/Senior Certificate (Grade 12). Diploma/Degree in General Nursing Science and Midwifery. Registration with SANC as a professional nurse. A post basic nursing qualification in "advanced Midwifery & neonatal Nursing Science" with duration of at least 1 year accredited with SANC. Minimum of 10 years' appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the one year post basic qualification in advanced Midwifery & neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at a management level. Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Recommendations: Computer Literacy, Diploma/ degree in Nursing Management will be an added advantage. Driver's License code EB (08) Knowledge, skills, Training and Competences required. Knowledge and insight into nursing processes and procedures. Knowledge and insight into nursing statutes and other relevant public service acts. Decision and problem-solving skills. Interpersonal skills and conflict management skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Ability to implement National Core Standards. Basic understanding of human resources and financial policies and practices.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Obstetrics & Gynaecology nursing component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecology services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Ensure effective utilization of all infection control and prevention practises by all staff including support services and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery. Facilitate and ensure implementation of Department priorities and National Core Standards. Monitor and evaluate the care and management of all patients and ensure keeping of accurate and complete patients records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate

staff performance through implementation of EPMDs. Coordinate clinical governance meetings relevant to the sub-component. Ability to present PIPP AND CHIPP programme. Monitor and evaluate maternity and perinatal statistics. Oversee all aspects related to mother and child (CTOP, Malnutrition, FP, BFHI, CARMMA and CRISIS). Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues. Develop/ establish and maintain contrive working relationship with nursing and other stakeholder. Maintain professional growth and development of self and subordinates. Maintain client satisfaction through monitoring and setting of service standards. Exercise control of discipline, grievance and labour related issues in terms of laid down procedures. Improve Quality Care through reduction of Public complaints and waiting times. Assist with coverage in the nursing component and deputise Nursing Manager where necessary.

**ENQUIRIES
APPLICATIONS**

: Ms. P.P.L Nkala Tel No: (033) 4139 400
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

**FOR ATTENTION
NOTE**

: Mr. P Shange
: Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work experience (c) Curriculum Vitae with full record of service certified copy of Identity Document not more than three months. Failure to comply with the above instructions will disqualify applicants. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 17/2021). Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications. Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Persons with disabilities should feel free to apply for the post

CLOSING DATE

: 10 September 2021

POST 30/261

: **ASSISTANT MANAGER NURSING (MATERNITY) REF NO: GTN 17/2021 (X1 POST)**

SALARY

: R614 991 per annum, (Other benefits: Medical Aid optional) In-hospital allowance, 13th cheque, home owners (Employee must meet prescribed requirements), an all-inclusive package & 12% Rural Allowance

**CENTRE
REQUIREMENTS**

: Greytown Hospital
: Senior Certificate (Grade 12). Diploma/Degree in General Nursing and Midwifery. Current SANC receipt 2021. Degree/Diploma in General Nursing plus Midwifery. Diploma in Advanced Midwifery (Specialty skills) and Neonatal Nursing Science. Minimum of 10 years' experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate/recognizable experience after obtaining the 1 year diploma in specialty skills. At least 3 years Managerial experience. Diploma/Degree in Nursing Administration/Management. Computer Literacy. Driver's license. Proof of current and previous work experience endorsed and stamped by Human Resources Manager (must be attached). Knowledge, skills, Training and Competences required. Working knowledge of health policies and current public service and health related legislations. High level of interpersonal relationship skills. Presentation and

facilitation skills, assertiveness and diplomacy. High level of initiative and innovation. Ability to liaise with management. Good communication skills (written and verbal) and problem solving skills. Knowledge of EPMDS. Knowledge of National Core Standards.

DUTIES

: Ensure prescribed policies and procedures are adhered to. Effective management, utilization and supervision of all resources. Ensure customer care through Batho Pele Principles. Maintain professional growth and development of self and subordinates. Maintain client satisfaction through monitoring and setting of service standards. Exercise control of discipline, grievance and labour related issues in terms of laid down procedures. Implementation of EPMDS. Implement and monitoring of National Core Standards. Improve Quality Care through reduction of Public complaints and waiting times. Ensure perinatal meeting run efficiently and effectively. Ability to present PIPP AND CHIPP programme. Monitor and evaluate maternity and perinatal statistics. Oversee all aspects related to mother and child (CTOP, Malnutrition, FP, BFHI, CARMMA and CRISIS). Assist with coverage in the nursing component.

ENQUIRIES

: Ms. P.P.L Nkala Tel No: (033) 4139 400

APPLICATIONS

: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.

FOR ATTENTION

: Mr. P Shange

NOTE

: Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work experience (c) Curriculum Vitae with full record of service certified copy of Identity Document not more than three months. Failure to comply with the above instructions will disqualify applicants. 2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 17/2021). Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications. Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Persons with disabilities should feel free to apply for the post

CLOSING DATE

: 10 September 2021

POST 30/262

: **OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE (AMAOTI CLINIC) REF NO: OM AMAO 01/2021**

SALARY

: Grade 1: R562 800 - R633 423 per annum, Other benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8% rural allowance

CENTRE

: KZN Health Inanda Community Health Centre

REQUIREMENTS

: Senior certificate/ Grade12 Basic R425 qualification i.e. Diploma /Degree in General Nursing & Midwifery, Registration with South African Nursing Council as a Professional Nurse (PHC). One year post basic Diploma in PHC Care accredited with the South African Nursing Council. Experience: minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council, in General Nursing. At least 5 years of the period above must be recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous employers is compulsory, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Attributes and Abilities: Financial management, leadership, Organizational,

decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills Human Resource Management and Labour relations Act. Knowledge of public service acts, regulations and policies. Knowledge and experience in implementation of Batho Pele principle's, patient's right charter and code of conduct. Knowledge of SANC rules and regulations.

DUTIES

: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes using the standardized prescribed audit tools and ensures QIP's are developed and monitored. Ensure implementation of operational imperatives set by the District as per health policies and programmes. Ensure appropriate implementation of Batho Pele principles and proper complaint's management. Demonstrate a basic understanding of HR and financial policies and practices. Maintain inter-sectoral collaboration with other government structures through operation Sukuma Sakhe activities. Ensure that quality standards are implemented (norms and standards and ideal clinic realization). Work as part of multidisciplinary team to ensure good nursing standard. Demonstrate effective communication with patients, community and multidisciplinary team. Provide direct and indirect supervision of all staff within the institution. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure implementation of ethical and professional standards.

ENQUIRIES APPLICATIONS

: Mr. CM Ngubane (Assistant Nursing Manager) Tel No 031-519 0455
: Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre. Or posted to: Human Resource Manager, Private Bag x04, Phoenix, 4080.

NOTE

: Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Due to the National lockdown implementation application are required to submit their application copies of Highest educational qualification, ID document, driver's license (where applicable) and any other relevant qualifications without being certified. In addition all shortlisted candidates will be requested to bring originals. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CPC01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non- RSA Citizens/ Permanent Residents/Work permit holders must submit documentary proof together with their applications. NB: African Male are encouraged to apply. Application must be submitted on or before

CLOSING DATE

: 17 September 2021

POST 30/263

: **ASSISTANT MANAGER NURSING (NIGHT DUTY) REF NO: UNTU10/2021 (X1 POST)**
Component: Nursing

SALARY

: R562 800 - R652 437.per annum. Other benefits: 13th cheque, Medical Aid (optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance: 08 % of basic salary

CENTRE REQUIREMENTS

: Untunjambili
: Degree/Diploma in General Nursing and Midwife or equivalent. Metric (Grade 12) Certificate. Proof of current registration with SANC as a General Nurse and Midwife. A minimum of eight (8) years appropriate/ recognizable experience in Nursing after registration as a General Nurse and Midwife in the Hospital environment. At least three (3) years of the period referred above must be appropriate/ recognizable experience at management level. SANC Receipt 2021Certificate of service from current/previous employer stamped by HR must be attached. Nursing Administration degree/diploma. Drivers licence. Computer literacy. Experience in medical & surgical ward. Knowledge and

experience of Public Service Policies, Acts and Regulations. Knowledge of SANC rules and regulations. Sound working knowledge of Nursing Management. Knowledge of code of conduct and Labour relations. Knowledge of Human Resource management policies and practice including recruitment. Conditions of services, performance management training and development and labour. Relations including disciplinary, grievance and abscondments processes/procedures. Computer literacy and information management. Ability to function well within the team. Organizational and supervision skills. Knowledge of Batho Pele and patient Right. Excellent human relations, communication skills (written and verbal) leadership. Interpersonal problem solving and team building skills. Ability to develop policies. Sound negotiation, planning, organizing, decision making and conflict management skills Basic financial management skills.

DUTIES

: Ensure the provision of the highest possible nursing care through adequate supervision in the medical ward and surgical ward. Ensure the efficient and effective control of surgical sundries, pharmaceuticals equipment and miscellaneous stores. Ensure that all nursing staff is aware and adhere to the relevant Act/prescript. Applicable within the nursing environment and that staff welfare is maintained. Participate in analysis, formulation and implementation of nursing policies and procedures. Ensure that nursing standards, Ethics and practice is observed as stipulated by the South African Nursing Council. Facilitate and ensure that internal and external disaster management policies and procedures are adhere to. Support and educate staff to assess the quality and effectiveness of nursing service and development plans for continuous improvement. Monitor the work environment to ascertain whether conditions and practices are conducive to qualify patient care and where this is not being active to institute corrective action. To deploy all nursing resources, within areas of control, to the best effect to ensure the higher standard of nursing care. Conduct performance appraisal on nursing and support staff and institute necessary developmental intervention. Ensure that policies and practices governing condition of service nursing staff. Including leave are adhere to. Ensure that all Financial Management and Human Resource Management policies, processes and practices are adhere to. Promote positive team with other stakeholders and engage in the problem solving and conflict management for quality service delivery. Deal with grievance and labour relations issues in terms of the laid policies/ procedures i.e. manage workplace discipline. Knowledge of data management.

ENQUIRIES APPLICATIONS

: Mr K. R. Mthimkhulu Tel No: 033-444 1707 EXT 8134
: should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268

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, copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (Only shortlisted candidates will submit 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 who will be attending interview. African males are encouraged to apply.

CLOSING DATE

: 17 September 2021

<u>POST 30/264</u>	:	<u>OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHSANT 07/2021 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 per annum. Other Benefits: 13 th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	ST Andrews Hospital – Santombe Clinic
<u>REQUIREMENTS</u>	:	Diploma / Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs
<u>DUTIES</u>	:	To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programs and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programs for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039 433 1955 EXT 259
<u>APPLICATIONS</u>	:	Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees

		in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply 10 September 2021
<u>CLOSING DATE</u>	:	
<u>POST 30/265</u>	:	<u>OPERATIONAL MANAGER: NURSING – SPECIALTY NURSING STREAM</u> <u>REF NO: OPMAN (SPEC NURS) NUCLEAR MED ONCO/1/2021</u> Department: Oncology outpatient area
<u>SALARY</u>	:	R562 800 per annum, plus 13 th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing (R425 qualification or equivalent) plus One (1) year post basic qualification (R212) as required above i.e. Oncology Nursing. Current registration with SANC. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in Oncology after obtaining the 1-year post- basic qualification in the Oncology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate an in depth knowledge about the area of specialty and all modalities of oncology and palliative nursing care. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in stressful environment.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Oncology patients. Co-ordination of outpatient oncology services to achieve best patient outcomes. Ensure that all programs related oncology and palliative care are implemented. Ensure cost - effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing's office as requested.
<u>ENQUIRIES</u>	:	Miss NO Mkhize Tel No: (031) 240 1063
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that it is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to

comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including aCIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/266</u>	:	<u>OPERATIOAL MANAGER NURSING GR 1 (MATERNITY SPEC) REF NO: CJMH 02/2021</u> Component: Nursing
<u>SALARY</u>	:	R562 800 per annum. Other Benefits : 13 th cheque, medical-aid (optional) 12% Rural Allowance Homeowners allowance (employee must meet the requirements.
<u>CENTRE REQUIREMENTS</u>	:	Charles Johnson Memorial Hospital Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificate with the SANC as a Professional Nurse, Midwifery and Neonatal Nursing Science. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in the relevant speciality. Proof of current registration with SANC (2021 Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Registration certificate with SANC in Nursing Administration. Proof of computer literacy Knowledge, Skills, Training and Competence Required: Demonstrate in-depth understanding of nursing legislation legal and ethical nursing practices. Ability to develop patient related policies. Promote quality nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of IPC Guidelines and Policies. Basic computer literacy. Knowledge of minimum Standards, National Core Standards, Provincial Quality initiatives (Human Rights, Batho Pele Principles, Patients' Rights Charter, Ideal Clinic, Ideal Hospital Realization Model and NHI. Knowledge of EPMDS, grievance and disciplinary procedures.
<u>DUTIES</u>	:	Be in charge of Maternity and Neonatal wards. Develop and implement Quality assurance policies, standards and plans for maternal and child health care. Implement maternal, neonate and child health care programmes. Participate in perinatal mortality meeting and develop quality improvement projects. Support mother baby friendly initiatives. Ensure improvements of health systems for mothers and babies. Develop and implement strategies for infection prevention for the ward. Implement standards, practices and indicators for maternal neonatal child health care and CARMA. Exercise control of discipline, grievance and other labour related issues in terms of laid down procedures. Ensure implementation of National Core Standards, training of staff on ESMOE, monitoring of performance and staff development. Manage effective utilization of resources within the ward. Manage data in the unit and ensure submission to facility information office. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote effective and efficient health care. Conduct ward meeting / workshops and attend District and Provincial meetings / workshops.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. N. Kunene Tel No: (034) 271 6406
	:	All application should be forwarded to: Human Resource Office: 92 Hlubi Street C. J. M. Hospital Nqutu: Private Bag X5503, Nqutu, 3135
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za . Copies of ID, Matric, highest educational qualifications and SANC registration –. Current registration with SANC 2020. Updated Curriculum Vitae. Copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in

disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. All candidates who had applied for this advertised post should re-apply.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/267</u>	:	<u>OPERATIONAL MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
<u>CENTRE</u>	:	Northdale Clinic Ref No: EB11/2021 (X1 Post) Scottsville Clinic Ref No: EB12/2021 (X1 Post)
<u>REQUIREMENTS</u>	:	National senior certificate / Grade 12 or equivalent 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, Current (2021 SANC receipt) registration with the SANC, A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, and Midwifery, 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), A minimum of 5 years appropriate / recognizable experience in the PHC setting after attaining diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Certificate of service from previous employers is compulsory, Please include verification of employment from current employer which must be endorsed and signed by Human Resource, Applications in possession of a foreign qualification must attach the evaluation certificate from SAQA to their application, Computer literacy with a proficiency in MS Office software applications, Unendorsed driver's licence Knowledge, Skills, Trainings And Competencies Required For The Post: In depth knowledge of Nursing Legislation, related legal, ethical practice and Legislative framework in the public service, Sound knowledge of Office of Health Standard Compliance and Ideal Clinic, Realization Appropriate understanding of Nursing Scope of Practice and Nursing standards as determined by Primary Health Care Reengineering, Ability to work as part of the multidisciplinary team at all levels, Display a concern for clients by promoting implementation of Quality care by all staff, Provide direct and indirect supervision of all staff in the facility, Display leadership, organizational, decision making, problem solving and good interpersonal skills, Display the human recourse management and conflict management skills, Be willing to work after hours, weekends and public holidays
<u>DUTIES</u>	:	Provide quality comprehensive Community Health Care package including Preventive, Promotive and Rehabilitation, Facilitate Implementation of Quality Improvement Programmes to comply with NHI, Ideal Clinic and Office of Health Standard Compliance, Ensure adequate control and allocation of Human and material resources including state vehicles, Supervise and monitor staff performance according to EPMDS, Facilitate and ensure proper clinical governance, Facilitate implementation of all PHC Reengineering requirements, Exercise control of discipline, professionalism and ethics, Ensure effective utilization and monitoring of all resources in line with cost containment plan for the facility, Facilitate provision of clinical services, educational services and be involved in medical research, To assist in Departmental projects, Evaluate and monitor compliance with clinical protocols , norms and standards within the clinic, Analyse and interpret statistics including PHC and Programme indicators, Work outside normal working hours and weekends according to service delivery needs.
<u>ENQUIRIES</u>	:	Mrs NC Mkhabela Tel No: 033 264 4900
<u>APPLICATIONS</u>	:	To be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>NOTE</u>	:	Target Group for this post is an African Male
<u>CLOSING DATE</u>	:	10 September 2021

<u>POST 30/268</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY (ADM): GRADE 1 & 2 REF NO: STC 06/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits 13 th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	St Chads CHC
	:	Senior certificate or Grade 12.Degree/Diploma in General Nursing and Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science .Registration with SANC as the General Nurse .Certificate of service endorsed by Human Resource Department. Experience: Grade1: A minimum of 4 years appropriate/recognisable experience in nursing after Registration as a Professional Nurse. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2021.Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current SANC receipt for 2021 Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, and other legal framework Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts and applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients' Rights. Render antenatal, labour and postnatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme. EMTCT, CARMMA, MBFI, ESMOE, BANC Provide and manage all resources within the unit, cost effectively and ensure optimum service delivery. Conduct audit and implement quality improvement programme. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention and control standards, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information and implement PPP programme. Assist in the implementation of National Core Standards and Ideal Clinic Realization. Provide adequate health education, awareness and be involved in campaigns. Promote women's and child health. Advocate for the Nursing Profession by promoting Nursing ethics and professionalism. Ensure improvement of MCHW Indicators to reach targets. Hours Of Duty: 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs BA MbathaTel No: 036 6379600
	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381
<u>FOR ATTENTION NOTE</u>	:	Mr S.D.Mdletshe
	:	Applications must be submitted on the prescribed Amended Z83, Application for Employment Form effective 01/01/2021 which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, applicants must submit copies of qualifications, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for the documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Copies

of Registration with relevant council must be attached. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 are free to apply. Please note that no S&T will be considered for payment to candidates that are invited for interview.

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/269</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: UNTU 11/2021</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2 R471 333 per annum Other Benefits: 13 th Cheque, Home Owner's Allowance (Employee must meet prescribed) requirements), Medical Aid (Optional) and 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Untunjambili Hospital (Amandlalathi Clinic)
	:	Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Previous & Current work experience/Certificate of Service endorsed by your Human Resource Department (To be attached to application). Proof of Current Registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt 2021). Certificate (s) of Service from Previous & Current Employers stamped by Human Resource. Computer Literacy: MS Software. Grade 1 Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. Proof of Current Registration (2021) with SANC. Grade 2 Grade 12 or Senior Certificate. A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Proof of Current Registration (2021) with SANC. Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
<u>DUTIES</u>	:	Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management & necessary support for the effective function of

the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

**ENQUIRIES
APPLICATIONS**

NOTE

: Mrs NP Ngubane Tel No: 033-444 1707
: should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268
: 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, copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (Only shortlisted candidates will submit 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 who will be attending interview. African males are encouraged to apply.

CLOSING DATE

POST 30/270

SALARY

**CENTRE
REQUIREMENTS**

: **CLINICAL NURSE PRACTITIONER (GATWAY CLINIC) REF NO: UNTU 08/2021**
: Grade 1: R383 226 - R444 276 per annum
: Grade 2: R471 333 - R579 696 per annum
: Other Benefits: Medical Aid (optional). 13th Cheque, Housing: Allowance (employee must meet the prescribed requirements) plus 08% rural allowance
: Untunjambili District Hospital: Kranskop Area
: Senior certificate STD 10/ (Grade 12), Basic R425 Diploma / Degree in General Nursing and Midwifery. A post basic qualification in Clinical Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of four years appropriate/recognisable experience as a General Nurse. **Grade 1.** A Certificate of service (work experience) which obtainable from Human Resource Department. **Grade 2** Matric (National Senior Certificate. Degree/Diploma in Nursing Science and Midwifery Plus one year post basic qualification Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Plus; a minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognisable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. i.e. Nursing Act, Health Act, Occupational Health & Safety Act, Patients' Rights Charter & Batho Pele Principles. Leadership, Organizational, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act, Regulations & Labour

<u>DUTIES</u>	:	Relations Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.
	:	Provide quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise & assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.
<u>ENQUIRIES</u>	:	Mrs NP Ngubane Tel No: 033-444 1707
<u>APPLICATIONS</u>	:	should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268
<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, copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (Only shortlisted candidates will submit 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 who will be attending interview. African males are encouraged to apply.
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 30/271</u>	:	<u>PROFESSIONAL NURSE GRADE 1 OR GRADE 2 (MATERNITY WARD)</u> <u>REF NO: UNTU05/2021 (X1 POST)</u> Component: Maternity Ward
<u>SALARY</u>	:	Grade 1: R383 226 - R444 276 per annum Grade 2: R471 333 - R579 696 per annum Other benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owners, Housing, Allowances and 8% rural allowance
<u>CENTRE</u>	:	Untunjambili Hospital
<u>REQUIREMENTS</u>	:	Standard Ten (10)/Grade 12 Certificate. Degree /National Diploma in nursing that allow registration with SANC as a Professional Nurse and Midwifery. Post Basic nursing qualification with duration at least one (1) year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing Proof of current registration with SANC. Certificate of service signed by Human Resource Manager must be attached. Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and Institutional policy framework Knowledge on nursing care

processes and procedures, nursing statutes and other relevant legal framework Ability to formulate patients care related policies, vision, mission and objective of the Component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching, Conflict handling and Counselling Skills. Financial and budgetary knowledge pertaining relevant resources under management Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (Knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills.

DUTIES

: Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage Human and Financial resources. Participate in training, research and implementation of the department's values. Participate in the collection and management of data. Promote quality nursing care. Implement infection control and health and safety legislations.

ENQUIRIES APPLICATIONS

: Mr K. R. Mthimkhulu Tel No: 033-444 1707 EXT 8134
: should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268

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, copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (Only shortlisted candidates will submit 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 who will be attending interview. African males are encouraged to apply.

CLOSING DATE

: 17 September 2021

POST 30/272

: **PROFESSIONAL NURSE SPECIALTY: CHILD NURSING SCIENCE REF NO: SAH 12/2021 (x2 POSTS)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital: Child Nursing Science
	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Child Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Child Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Child Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Child Nursing Science. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs MR Singh Tel No: 039 433 1955 EXT 211
	:	Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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. 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.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/273</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICES REF NO: ADD/HR1/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09), Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<u>CENTRE</u>	:	Addington Hospital: KwaZulu-Natal

<u>REQUIREMENTS</u>	:	Grade 12 / Matric, Degree/National Diploma in Human Resource Management or Public Management. A minimum of Three (3) year's supervisory experience in Human Resource Management environment. A Valid driver's license, Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of Service must be attached).In-service applicants are required to obtain the proof of SAQA verification from their Human Resource department. Recommendation: Computer Literacy in MS Word, MS Excel and PowerPoint will be an advantage. Knowledge, Skills Training and Competencies Required: Decision making skills, problem solving skills, leadership skills, human resource management .Possess knowledge and understanding of the operational Human Resource Management Framework. Possess knowledge of the legislative and policy imperatives informing the area of operation. Have the ability to analyse complex information in relation to Employment Practices and to utilize the information to identify trends, progress, potential problems and mitigate risks thereto. Have the ability to prioritise issues and other work related matters and to comply with time frames set. Have the ability to maintain a highly professional service through a human right approach. Have computer literacy skills and the ability to work with MS Word, PowerPoint and Excel Software Applications. Have excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Ensure the proper procedures are adhered to with regard to Employment Practices. Foster and create an environment in which Employment Practices function is professionalized. Ensure adherence to the Department's Human Resource Management Policy Framework. Provide advice on Employment Practices to employees at the hospital. Provide input in the development of flexible and innovative policies and standard operating procedures. Ensure effective, efficient and economical utilization of resource allocated to the Section.
<u>ENQUIRIES</u>	:	Mrs N Mafunda Tel No: 031 327 2000
<u>APPLICATIONS</u>	:	All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
<u>FOR ATTENTION</u>	:	Mrs P Makhoba
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/274</u>	:	<u>SAFETY OFFICER REF NO: ADD/SO1/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08), Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<u>CENTRE</u>	:	Addington Hospital: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Grade 12 / Matric. Appropriate Degree / National Diploma in Environmental Health or Degree /national diploma in Safety Management ,Minimum of Three (3) years' experience, Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of Service must be attached),Verification of qualification's by SAQA from current employer. Recommendation: Computer Literacy will be an advantage (certificate must be

	attached), A valid driver's license. Knowledge, Skills Training and Competencies Required: Legislation pertaining to Occupational Health and Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the service. Computer literacy Accident investigation Disaster management.
<u>DUTIES</u>	: Identification of potential situations that could lead to injury/disability/death of staff member/ visitors. Property damage or loss, internal disasters, medico-legal claim and reporting thereof to Management. o Ensuring that the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the Occupational Health and Safety act, 85 of 1993. Ensuring that the buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act, 85 of 1993 and its regulations Co-ordinate and ensure meetings of the Health & safety Committee in accordance with regulations. Complete and submit required statistics and reports to Management and District Office.
<u>ENQUIRIES</u>	: Mr C.H Myeza Tel No: 031 327 2000
<u>APPLICATIONS</u>	: All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	: 10 September 2021
<u>POST 30/275</u>	: <u>PROFESSIONAL NURSE (SPECIALTY) (EMERGENCY AND TRAUMA)</u> <u>REF NO: MAD 01/ 2021 (X3 POSTS)</u>
<u>SALARY</u>	: Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	: Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	: Professional Nurse (Speciality) (Emergency and Trauma) (Grade 1) Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification in Trauma/Critical Care Nursing Science / Orthopaedic Nursing Science of at least One (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of current year registration/ receipt with SANC (2021). A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Professional Nurse (Speciality) (Emergency and Trauma) (Grade 2) Basic R425 Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification in Trauma / Critical

		Care Nursing Science/ Orthopaedic Nursing Science of at least One (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. Proof of Current registration with SANC (2021). A minimum of 14 years appropriate/ recognizable nursing experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Trauma Critical Care Nursing Science / Orthopaedic Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required: - Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele Principles, Public service regulations, Disciplinary Code and Procedures in the Public service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills. Personal attributes responsiveness, professionalism, supportive, assertive and must be a team player.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effective utilization of resources. Provision of comprehensive quality nursing care. Maintain professional growth / ethical standards and self- developments. To implement norms and standards and improve quality of care. To be able to manage risks in trauma unit. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs and requirements.
<u>ENQUIRIES</u>	:	Mr. R.S.M Ngcobo Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	EE: Target (African Male)
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/276</u>	:	<u>PROFESSIONAL NURSE GENERAL STREAM REF NO: SAHELIM 08/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R256 905 per annum Grade 2: R315 963 per annum Grade 3 R383 226 per annum Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrews Hospital – Elim Clinic
<u>REQUIREMENTS</u>	:	Grade 1: Senior Certificate. Diploma/ Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. Grade 2: Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 3: Senior Certificate. Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwifery. A minimum of 20 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness.
<u>DUTIES</u>	:	Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation

of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

**ENQUIRIES
APPLICATIONS**

: Mrs VV Ncume Tel No: 039 433 1955 EXT 259
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 10 September 2021

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM**

<u>CLOSING DATE</u>	:	10 September 2021
<u>NOTE</u>	:	The North West Department of Economic Development, Environment Conservation, and Tourism 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. White males and females are encouraged to apply. Applications must be submitted on a newly prescribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV, as well as, copies of all educational qualification/s. (Matriculation Certificate must also be attached), ID document and driver's licence (where applicable), including the details of at least three contactable referees (should be people who recently worked with the applicant). Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, and late applications will be considered. 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. Applications: Complete application forms and supporting documents, quoting the relevant reference number, should be forwarded as follows

MANAGEMENT ECHELON

<u>POST 30/277</u>	:	<u>CHIEF DIRECTOR: ECONOMIC PLANNING, TRADE AND SECTOR DEVELOPMENT REF NO: 01/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R1 2 511 83 per annum (Level 14), All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Relevant and appropriate recognised Bachelor's Degree (Honours) NQF 8 in the field of Business Economics or Economics or Trade and Investment. Postgraduate qualification(s) in the mentioned field of study will be an added advantage. Extensive experience in the field of economic development, export and investment promotion. Knowledge and understanding of the sector and industry development. Experience of conducting research. Minimum of five (5) years' experience in related working field at Senior Management Service (SMS) level in the Public Service or equivalent to SMS level in the Private Sector. Valid driver's license. Pre-entry Certificate for SMS is compulsory. Financial management, Strategic capability and leadership, Programme and Project management, Change management, Knowledge Management, Service delivery Innovation, Problem solving and Analysis, People

<u>DUTIES</u>	:	management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity. Computer literacy.
	:	Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion. Facilitate and coordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy). Facilitate the support to industries in order to contribute to the acceleration of economic growth rate. Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate. Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities. Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy .e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks. Develop and implement key economic sectors strategies that influence provincial economy growth and development. Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province. To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale. Manage strategic projects and partnership/service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements. Manage the performance of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr Lufuno Tshikovhi Tel No: 018 388 1178
<u>APPLICATIONS</u>	:	ApplicationsDEDECT11-15@nwpg.gov.za
<u>POST 30/278</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: 02/DEDECT/2021 - 22/NW</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor of laws - LLB (NQF 7) coupled with at least 10 years legal experience of which a minimum of five (05) years should be at middle management level. Completed SMS pre-entry Certificate is compulsory.. Admission and enrolment as an Advocate or Attorney are compulsory. A valid driver's license is essential. Experience in and understanding of the constitutional framework and South African Judicial System. Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills. Dispute Resolution skills, Project Management, Report writing and analytical thinking, Planning and decision-making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information.
<u>DUTIES</u>	:	Prepare and provide general legal advice on matters affecting the Department. Draft Legal documents and contracts entered into by/ with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier, Public Protector and Office of the State Attorney. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary & expenditure control and procurement in terms of the PFMA, Treasury Regulations and other legislative frameworks / prescripts. Management of PAIA, POPI and PAJA. Provide legal training and presentation on new legislation and the ones that have a bearing on the Department.
<u>ENQUIRIES</u>	:	Mr. Moeketsi Senghi Tel No: 018 388 5921
<u>APPLICATIONS</u>	:	ApplicationsDEDECT11-15@nwpg.gov.za
<u>POST 30/279</u>	:	<u>DIRECTOR: COMMUNICATIONS AND IT REF NO: 03/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary)

<u>CENTRE REQUIREMENTS</u>	:	Mahikeng
	:	Matric/ Grade 12 and Bachelor Degree (NQF7) in Communication/Journalism/Media Studies/Public Relations as recognized by SAQA with 5 years of experience at a Middle/Senior Management level. Completed SMS pre-entry Certificate is compulsory. Must have a valid driver's license and willing to travel extensively. Able to work under pressure and strict adherence of deadlines. Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, change management, knowledge of Applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, and Independent Communication Authority of South Africa Act, functioning of national, provincial and local government, structure and functioning of the Department, Legislature protocol processes, linkages with government clusters, Media, cross cultural knowledge, client relations. Knowledge of applicable legislations, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Functioning of national, provincial and local government, Structure and functioning of the Department, Legislature protocol processes, Linkages with government clusters, ICT Industry. Must have excellent skills in communication (both written and verbal), digital marketing with deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation and customer focus, diversity management, risk management, corporate governance.
<u>DUTIES</u>	:	The successful candidate will oversee the management of the Department image and provide communication and marketing activities. Oversee the provision of marketing and communications support to the DTPS and its stakeholders to build a share vision of the national ICT agenda. Develop and implement digital marketing, online communication and all new forms of digital marketing. Oversee the management of the Departmental Internal, External Communications and Information Communication Technology (ICT) functions within the Department. Oversee the development of strategies in support of the DEDECT, ICT sector and government programmes. Oversee the provision of marketing and communications support to the DTPS and its stakeholders to build a share vision of the national Communication and ICT agenda. Build communications networks with stakeholders in the ICT sector in order to improve the stakeholders' participation and involvement in DEDECT programmes. Ensure the implementation of the Corporate Governance of ICT framework and related in the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Moeketsi Senghi Tel No: 018 388 5921
	:	ApplicationsDEDECT11-15@nwpg.gov.za
<u>POST 30/280</u>	:	<u>DIRECTOR: ECONOMIC EMPOWERMENT REF NO: 04/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R1 057 236 per annum (Level 13), (All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng
	:	Appropriate undergraduate qualification (NQF level 7) in Degree in Entrepreneurship / Business Management / Business Economics / Social Science specializing in Community Development / International Relations. A minimum of 5 years of experience at a Middle/Senior Management level with three 3 years relevant experience in Enterprise Development Support or empowerment. Completed SMS pre-entry Certificate is compulsory. A valid driver's license. A proven knowledge of and experience in organizing and coordinating start-up business development support services, public outreach programmes and campaigns, start up business policy advocacy programmes and stakeholder relations. Intimate knowledge of public enterprise development support priorities and legislative and policy frameworks and other prescripts applicable to Small Business Development. Applied knowledge of organisational and project management skills. Strong people skills, ability to lead and motivate teams and work in a consultative manner. Knowledge of Expanded Public Works Programme, integrated sustainable rural development and urban renewal programme. Knowledge and understanding of Economic transformation programmes. Understanding of the Transformation regulatory frameworks ie Employment Equity Act, Black Economic Empowerment Act and

its Codes of good practice, Skills Development Act, Skills Levies Act, Undertaking of skills audit. Knowledge of policy development and business process management. Understanding of change, excellent analytical thinking and report writing skills. Must be prepared to travel and work long hours where necessary.

DUTIES : Promote economic transformation and inclusive economy. Facilitate the participation of targeted groups in the mainstream economy. To develop lead and support the development of start-up enterprises. Develop and support economic transformation programmes targeting youth, women, people with disabilities and military veterans. Facilitate the development and ensure effective implementation of the localisation Strategy and priorities. Manage and facilitate the development of capacity for transformation within key economic sectors in the province. Conduct surveys, data analysis and implement intervention plans. Coordinate the reporting process for participants. Facilitate funding to promote and support economic transformation. Ensure coordination and facilitate participation of targeted groups (women, youth, people with disabilities and military veterans in the mainstream economy. Promote and monitor the implementation of transformation programmes. Facilitate the development of a database for vulnerable groups (i.e, youth, women, people living with disabilities and communities) within the economic sector. Create awareness on opportunities available within the economic sector for youth, people with disabilities and military veteran's. Manage the Empowerment Fund.

ENQUIRIES : Mr. Kakona Tlhomelang Tel No: 018 388 6529
APPLICATIONS : ApplicationsDEDECT11-15@nwpg.gov.za

OTHER POSTS

POST 30/281 : **CONTROL BIODIVERSITY OFFICER GRADE B BIODIVERSITY PERMITTING AND CRIMINAL INVESTIGATIONS REF NO: 09/DEDECT/2021-22/NW**

SALARY : R846 618 per annum, (OSD salary)
CENTRE : Mahikeng
REQUIREMENTS : Bachelor's Degree (NQF7)/ National Diploma (NQF6) in Nature Conservation in Nature Conservation / Environmental Management Sciences / Natural Sciences. Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage. At least three (3) years' experience in Biodiversity Regulatory at managerial level. A valid driver's license is compulsory. Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, CITES and threatened or protected species. Criminal Case Management competencies, Ability to testify and adduce evidence in court. Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act. Conversant with contents of legislative frameworks governing biodiversity management and conservation. Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.

DUTIES : The successful candidate will be required to manage Biodiversity Permitting and Investigation Sub-directorate of the North West Province. Management of nature conservation based investigations and the permitting processes within the Province. Management and generation of the provincial biodiversity permitting, administrative and criminal cases statistics for reporting purposes at both provincial and national levels. Management of the provincial elephant tusk and rhino horn stock. Establish and manage provincial wildlife crime forums with various stakeholders, and facilitate of the intelligence driven investigation processes. Represent the province at national and international forums Biodiversity. Prepare monthly, quarterly and annual reports.

ENQUIRIES : Mr Jonathan Denga Tel No: 018 389 5527
APPLICATIONS : ApplicationsDEDECT11-15@nwpg.gov.za

POST 30/282 : **DEPUTY DIRECTOR: WOMEN EMPOWERMENT INTERVENTIONS REF NO: 05/DEDECT/2021- 22/NW**

SALARY : R733 257 per annum (Level 11), (all inclusive remuneration package)
CENTRE : Mahikeng
REQUIREMENTS : Appropriate National Diploma (NQF6) / Bachelor Degree (NQF7) in Entrepreneurship /Business Management /Business Economics / Social Science specializing in Community Development. A minimum of 3 years

relevant experience in the women empowerment environment management. A valid driver's license. A proven knowledge of and experience in organizing and coordinating public outreach programmes and campaigns, community development, gender and women advocacy programmes and stakeholder relations. Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to gender and women empowerment in South Africa. A good understanding of intergovernmental relations, gender machinery, non-governmental organisations, civil society organisations and other stakeholders. Applied knowledge of organisational and project management skills. Strong people skills, ability to lead and motivate teams and work in a consultative manner. Excellent analytical thinking and report writing skills. Must be prepared to travel and work long hours where necessary.

DUTIES

: To develop, lead and coordinate the implementation of gender and women empowerment responsive public outreach and community mobilisation programmes and advocacy campaigns to advance gender equality and women's empowerment advancement. Facilitate stakeholder coordination and outreach across sectors of society. Facilitate and coordinate activities related to Provincial Women's Day, Women's Month and Days of Activism other relevant national campaigns to advance gender equality rights and women's empowerment. Ensure effective coordination with other government departments and stakeholders. Effectively support the management of the Sub Programme in line with departmental and public service prescripts. Maintain an updated database of women in business per district Municipality in line with the new District Delivery Model. Prepare presentations and reports on women. Consolidate reports on women empowerment interventions from other DEDECT programmes and submit monthly and quarterly progress reports.

**ENQUIRIES
APPLICATIONS**

: Mr. Kakona Tlhomelang Tel No: 018 388 5826
: ApplicationsDEDECT11-15@nwpg.gov.za

POST 30/283

: **DEPUTY DIRECTOR: YOUTH AND PEOPLE WITH DISABILITIES
EMPOWERMENT REF NO: 06/DEDECT/2021-22/NW**

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11), (all inclusive remuneration package)
: Mahikeng
: Appropriate National Diploma (NQF6) / Bachelor Degree (NQF7) in Entrepreneurship / Business Management / Business Economics / Social Science specializing in Community Development. Minimum 3 years' relevant experience in disability rights inclusion, monitoring and evaluation processes. Sound knowledge of international treaties and domestic policies impacting on the lives of persons with disabilities. A minimum of 3 years' relevant experience in youth and people with disabilities empowerment environment management. A valid driver's license. A proven knowledge of and experience in organizing and coordinating public outreach programmes and campaigns, community development for youth and people with disabilities advocacy programmes and stakeholder relations. Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to youth and people with disabilities in South Africa. A good understanding of intergovernmental relations, non-governmental organisations, civil society organisations and other stakeholders supporting people with disabilities and youth empowerment programmes. Understanding disability from a socio-political and human rights perspective, as well as advocacy and awareness strategies and measures to support people with disabilities and youth. Applied knowledge of organisational and project management skills. Strong people skills, ability to lead and motivate teams and work in a consultative manner. Excellent analytical thinking and report writing skills. Must be prepared to travel and work long hours where necessary.

DUTIES

: To develop, lead and coordinate the implementation of youth and people with disabilities empowerment responsive public outreach and community mobilisation programmes and advocacy campaigns to advance the rights of people with disabilities and youth empowerment advancement. Facilitate stakeholder coordination and outreach across sectors of society. Facilitate and coordinate activities related to Provincial Youth Month, People with Month and Days of Activism other relevant national campaigns to advance gender equality rights and women's empowerment. Ensure effective coordination of youth and people with disabilities entrepreneurship promotion programmes with other government departments and stakeholders. Facilitate economic

		transformation, youth entrepreneurship and Job creation programmes in partnership with key private and public sector stakeholders. Effectively support the management of the Sub Programme in line with departmental and public service prescripts. Maintain an updated database of youth and people with disabilities in business per district Municipality in line with the new District Delivery Model. Prepare presentations and reports on youth and people with disabilities. Consolidate reports on youth and women empowerment interventions from other DEDECT programmes and submit monthly and quarterly progress reports. Advocate for youth empowerment programmes in consultation with local government, private sector and national government.
<u>ENQUIRIES</u>	:	Mr. Kakona Tlhomelang Tel Mo: 018 388 5826
<u>APPLICATIONS</u>	:	ApplicationsDEDECT11-15@nwpg.gov.za
<u>POST 30/284</u>	:	<u>DEPUTY DIRECTOR: CONSUMER AFFAIRS REF NO: 07/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (all inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor of laws (LLB). Three (03) years managerial and leadership experience preferably in consumer protection field. Computer literate. Valid driver's license. Excellent track record in consumer protection field. Sound knowledge and in depth understanding of consumer protection legislation. Broad knowledge of PFMA and Treasury Rules and Regulations. Excellent negotiation, mediation, analytical and negotiation skills. A lateral thinker with project management and ability to exercise credible and unquestionable judgment in decision making. Managerial and leadership skills.
<u>DUTIES</u>	:	Oversee the investigation of consumer complaints lodged with the Office. Ensure implementation of Consumer Court decision. Ensure cooperate governance and alignment of Provincial and National legislation. Co-ordinate and harmonize functions performed by other Regulators, National and Provincial governments. Manage projects and programmes undertaken by the Office. Give legal advice on consumer related issues and interpret contracts and other legal documents. Administer the Consumer Affairs Act No. 4 of 1996 and implement national legislation within the functional area listed under Schedule 4 of the Constitution assigned to the Province. Liaise with other stakeholders on consumer advocacy issues. Partake in inter-Provincial forums.
<u>ENQUIRIES</u>	:	Mr. Edwin Letsogo Tel No: (018) 388 5847
<u>APPLICATIONS</u>	:	ApplicationsDEDECT11-15@nwpg.gov.za
<u>POST 30/285</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 08/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (all inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	A Bachelor's degree or National Diploma in Human Resource Management or Management Services or Operations Management or equivalent relevant educational qualification. 3-5 years' experience in organizational development environment of which three (3) years must be at Assistant director level. Valid driver's license. Knowledge of organizational development, organizational design; Org Plus, Job Evaluation system, Procedure and methods specifically in the Public Service, Sound knowledge and understanding of Human Resource Management legislation in the Public Service. Problem solving and good communication skills. Writing and analytical skills. Computer literacy. Facilitation and presentation skills. Project Management skills.
<u>DUTIES</u>	:	Conduct work-study investigation with regard to functional organizational structure. Create and implement programs at work that connect employees with departmental goals. Manage the development and review of Service Delivery Model. Manage the organizational structure design and review processes. Management of the business process mapping and improvement processes. Management and facilitation of Job Evaluation processes. Development and Management of the Job descriptions database. Manage the implementation of Grade Progression for OSD and Non- OSD employees. Development of the Organisational Development policies.
<u>ENQUIRIES</u>	:	Mr. Kealeboga Digoamaje Tel No: (018) 388 5872
<u>APPLICATIONS</u>	:	ApplicationsDEDECT11-15@nwpg.gov.za

<u>POST 30/286</u>	:	<u>CONTROL ENVIRONMENT OFFICER GRADE A POLLUTION AND WASTE MANAGEMENT REF NO: 10/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R495 219 per annum, (OSD salary)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma (NQF6) / Bachelor's Degree (NQF7) in the field of Environmental Science / Natural Sciences. Extensive knowledge of relevant Environmental legislation Minimum of 6 years of experience in the Environmental Management field of which 4 years Must be practically in the field of waste management and at supervisory level. Must have a valid driver's license. Must have a good decision-making; computer literate; problem solving and conflict resolution and analytical thinking skills. Must be able to identify, understand and communicate environmental issues. Must be willing to work overtime/outside normal working hours. Must have proven verbal and written communication. Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions. Manage the processing of applications for licenses related to waste management within legislated timeframe. Manage response to emergency incidents and complaints pertaining to waste activities. Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation.
<u>DUTIES</u>	:	Manage the development and implementation of Provincial integrated waste management plans. Manage the support to municipalities and industries to develop and implement the Integrated Waste Management Plans. Manage the evaluation and investigation of waste impact in the environment. Check the quality and recommend issuance of waste management licences to waste management listed activities. Manage the registration and reporting of waste management facilities on Waste Information System. Comment on waste related projects. Perform and manage administrative and related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Basadi Moselakgomo Tel No: 018 389 5731 ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 30/287</u>	:	<u>BIODIVERSITY OFFICER (SPECIALISED PRODUCTION): MANAGEMENT OF BIODIVERSITY CRIMINAL INVESTIGATIONS REF NO: 1/DEDECT/2021-22/NW</u>
<u>SALARY</u>	:	R402 045 per annum, (OSD salary)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor Degree (NQF7) / National Diploma (NQF6) in Nature Conservation in Nature Conservation / Environmental Management Sciences / Natural Sciences. Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage. At least two (2) years' experience in Biodiversity Enforcement (both criminal and admin enforcement). A valid driver's license is compulsory. Thorough understanding of Biodiversity issues. Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, CITES and threatened or protected species. Ability to testify and adduce evidence in court. Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act. Conversant with contents of legislative frameworks governing Biodiversity management and conservation. Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.
<u>DUTIES</u>	:	The successful candidate will be required to manage Biodiversity Investigation Officers throughout the North West Province. Management of nature conservation based investigations within the Province. Manage Biodiversity administration and Criminal enforcement of the North West Province. Management of Biodiversity crime scenes and maintaining chain of custody. Management of case dockets and handing over for public prosecution. Attend both Provincial as well as National Biodiversity Management meetings. Prepare monthly, quarterly and annual reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Jonathan Denga Tel No: 018 389 5527 ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 30/288</u>	:	<u>ASSISTANT DIRECTOR: LIQUOR COMPLIANCE AND ENFORCEMENT REF NO: 13/DEDECT/2021-22NW</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng

<u>REQUIREMENTS</u>	:	An appropriate three year National diploma (NQF6) / Bachelors Degree (NQF7) in Public Administration / Business Management / Entrepreneurship. Minimum of (3) years' experience in the compliance regulatory environment, of which (2) years must be at supervisory level and experience in liquor related field will be an added advantage. The candidate must be willing to pursue studies in legal fraternity. A valid driver's license. Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy. Understanding of Government policies. Ability to work in a team and under pressure. Extensive knowledge of liquor legislation in particular National and Provincial liquor Act. Organization skills, planning and management skills. Ability to act with integrity. Excellent interpersonal and customer relations. Must be conversant with government prescripts. i.e PFMA and Code of Conduct for Public Service.
<u>DUTIES</u>	:	Manage the compliance and enforcement sub unit, ensure the Conducting of routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation. Conduct raids operations as and when required. Consolidated weekly, monthly and quarterly reports. Consolidate provincial liquor outlets database. Manage the team to curb non-compliance. Ensure that initial and final inspections are conducted. Liaise with relevant stakeholders. Conduct inspections/ inspections in loco on behalf of the board and compile a comprehensive report.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sylvia Mokonyane Tel No: (018) 388 5864 ApplicationsDEDECT8-10@nwpq.gov.za
<u>POST 30/289</u>	:	<u>ASSISTANT DIRECTOR: EDUCATION AND ADVISORY SERVICES REF NO.14/DEDECT/2021-22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Mahikeng Bachelor's degree in Education (NQF 7) (Specialization in consumer science will be an added advantage) Minimum 3 years of experience in education and advisory services. A valid driver's license. Good verbal and written communication and marketing skills. Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team and under pressure. Report writing skills. Broad knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.
<u>DUTIES</u>	:	Manage Education and Research Unit. Ensure that education and awareness programmes are conducted. Ensure dissemination of information on consumer related matters. Organize and hold information session workshops. Work with other regulatory bodies on their consumer education initiatives. Ensure that Consumer Road Shows are conducted. Promote media literacy through media talk shows. Provide print and electronic to media. Continuously update consumer information brochures. Conduct research on consumer behavior or other related matters. Partake in inter provincial activities. Promote the mandate of consumer affairs in through road shows, and other available platforms or structures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Edwin Letsogo Tel No: (018) 388 5847 ApplicationsDEDECT8-10@nwpq.gov.za
<u>POST 30/290</u>	:	<u>ASSISTANT DIRECTOR: CONSUMER COURT (CLERK OF THE COURT REF NO: 15/DEDECT/2021-22NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Mahikeng Bachelor of laws - LLB degree. Minimum three (03) years' experience in regulatory environment. Experience of consumer-related issues will be an added advantage. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act. Organizational, planning and management skills.
<u>DUTIES</u>	:	Oversee that Court function effectively and efficiently; Administer all correspondence and processes for smooth running of the Court; Serve

		documents including Summons, Subpoena and Notices; File documents on the Court file and paginate Court record; Handle logistical arrangements for Court sessions, including ensuring accommodation for members, arranging Court dates and sittings and book accommodation for hearings if outside Head Office; Prepare Court for session; Arrange for interpretation services; Ensure that all sittings recording are properly handled, saved and made available on request for transcription purposes; Refer judgments to enforcement unit and Ensure that Court orders are publicized.
<u>ENQUIRIES</u>	:	Mr Edwin Letsogo Tel No: (018) 388 5847
<u>APPLICATIONS</u>	:	ApplicationsDEDECT8-10@nwp.gov.za
<u>POST 30/291</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE C: POLLUTION AND WASTE MANAGEMENT REF NO: 12/DEDECT/2021-22NW</u>
<u>SALARY</u>	:	R373 209 per annum, (OSD salary)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma (NQF6) / Bachelor Degree in the field of Environmental Science / Natural Sciences. Must have 3 years practical experience in the field of waste management. Extensive knowledge of relevant Environmental legislation. Good decision-making; problem solving; conflict resolution. Computer literacy. Must have a valid driver's license. Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation. Must be willing to work overtime/outside normal working hours. Must have proven verbal and written communication, Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions. Analytical thinking skills, and ability to identify, analyze, understand and communicate environmental issues.
<u>DUTIES</u>	:	Support municipalities and industries to develop and implement the Integrated Waste Management Plans. Comment on waste related projects. Evaluate and investigate impact of waste in the environment. Recommend issuance of waste management licenses to waste management listed activities. Support the development and implementation of programme strategies and respond to emergency incidents and complaints pertaining to waste activities. Register waste management facilities on Waste Information System.
<u>ENQUIRIES</u>	:	Ms Basadi Moselakgomo Tel No: 018 389 5731
<u>APPLICATIONS</u>	:	ApplicationsDEDECT8-10@nwp.gov.za
<u>POST 30/292</u>	:	<u>CONSUMER INVESTIGATOR: CONSUMER PROTECTION REF NO.16/DEDECT /2021-22NW</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Vryburg
<u>REQUIREMENTS</u>	:	National Diploma in Law (NQF 6) / Bcom Law / Bachelor of Laws (LLB) NQF 7. Minimum three year experience in regulatory environment. Two (02) years of experience of consumer-related issues will be an added advantage. A valid driver's license. Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act. Organizational, planning and management skills.
<u>DUTIES</u>	:	Assess complaints objectively. Evaluate the facts to establish whether there is a just cause. Conduct investigation/inquiries on consumer complaints. Conduct business compliance inspections. Mediate between consumers and businesses. Liaise with other regulators within consumer protection space. Conduct research on consumer issues. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy matters. Keep and maintain file records of consumer complaints.
<u>ENQUIRIES</u>	:	Mr William Mpempe Tel No: (053) 928 0382
<u>APPLICATIONS</u>	:	ApplicationsDEDECT8-10@nwp.gov.za

POST 30/293 : **SENIOR PERSONNEL PRACTITIONER: HRD REF NO: 17/DEDECT/2021-22NW**

SALARY : R316 791 per annum (Level 08)
CENTRE : Mafikeng
REQUIREMENTS : Grade 12 Certificate or equivalent and National Diploma (NQF6) / Bachelors Degree (NQF7) in Human Resource Development / Human Resource Management with two to three (2-3) years of experience in Training and Development / Learning and Development (HRD) field. Persal Certificate on Personnel Administration. A valid driver license. Computer Skills (MS Word, Excel and Power Point). Proven skills in respect of data Analysis and Reporting Writing, Good Communications Skills (verbal and writing), Presentation Skills, training Coordination, budgeting and financial management skills. Ability to interpret directives and to work under pressure. Ability to work with a team and independently and maintain confidentiality. Sound knowledge of Skills Development and Public Service Legislations and Frameworks.

DUTIES : Facilitate the development and effect implementation of Workplace Skills Plan and the Departmental Training Plan. Coordinate departmental training programmes. Coordinate departmental Internship Programmes like Work Integrated Learning, Learnership, and also the establishment of Mentorship Programme. Conduct workshops, departmental and orientation programmes. Implement and facilitate Compulsory Induction Programmes to the new entrants to the Public Service. Administer departmental fulltime and part-time bursaries, coordinate Adult Basic Education and Training (ABET) and National Certificate Vocational (NCV) programmes. To align and be aware with the Department of Public Service Administration prescripts. Maintain training Database and record keeping in the PERSAL system. Compile Monthly, Quarterly and Annual Training Reports. Handle internal and external enquiries related to skills development. Serve as scribe at the Skills Development Committee Meetings.

ENQUIRIES : Mr Kelaegile Mojela Tel No: 018-388 5905 or Ms Gaongalelwe Nkukane Tel No: 018- 388 3398

APPLICATIONS : ApplicationsDEDECT8-10@nwpg.gov.za

POST 30/294 : **SUPPLY CHAIN PRACTITIONER REF NO: 19DEDECT/2021-22NW**

SALARY : R257 508 per annum (Level 07)
CENTRE : Mahikeng
REQUIREMENTS : Bachelors' degree (NQF 7) /National Diploma NQF level 6 / Economics / Financial management / Supply Chain Management with 3 years' relevant experience in Supply Chain Management. A Valid driver's license Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. Knowledge of the Walker transversal systems will be an added advantage. Computer literacy in Microsoft Office and accounting systems. Ability to work under pressure and deliver to tight deadlines.

DUTIES : Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Compilation of bid documents. Administration of bids, specification, publication, evaluation and adjudication. Prepare management reports. Supervision of staff.

ENQUIRIES : Mr. Willie Molokele Tel No: 018 388 5907

APPLICATIONS : ApplicationsDEDECT1-7@nwpg.gov.za

POST 30/295 : **PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT AND CHIEF DIRECTOR (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Mahikeng
 Ref No: 19/DEDECT/2021-22NW (HOD)
 Ref No: 20/DEDECT/2021-22NW (Chief Director)

<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma (NQF 6) in Office Management / Office Administration / Management Assistant. 2-3 years of experience in rendering a support secretarial services. Computer literacy. Candidates must be prepared to travel and work long hours. Valid driver's license. Effective Telephone etiquette; Good customer approach and understanding cultural diversity; Ability to prioritize workloads; Excellent written and verbal communication skills across all levels; Ability to work independently; Ability to establish and maintain effective working relationship with individuals from diverse backgrounds; High ethical standards; Ability to confidentially interact with stakeholders at all levels within and outside the Department; Ability to do evaluate and analyze documents and situations. Knowledge on the relevant legislation / policies / prescriptions and procedures; Basic knowledge on financial administration; Proactive, trustworthy and high output-driven individual.
<u>DUTIES</u>	:	Rendering Administrative and Secretarial support services to the respective manager. Diary planning/scheduling of appointments and ensuring efficiency of the office of the manager. Manage document flow, filing, safety and custody in the office of the manager. Provide secretarial services for the Chief Directorate division meetings Collating all information / documentation required from departments for audit purpose. Consolidating and compiling monthly, quarterly and management performance reports of the respective unit. Handles the procurement of goods and services for the activities of the manager. Communicating with internal and external stakeholders telephonically, in person and in writing through the drafting of letters, documents, reports and e-mail messages. Receiving and coordinating mail addressed to the manager for their perusal and action. Support the manager with the administration of the manager's budget. Follow up and liaise with the manager to report on operational matters
<u>ENQUIRIES</u>	:	Mr. Kakona Tlhomelang for post @ Chief Director- Tel No: 018 388 5826 Mr Matabane Seretse for post @ HOD support – Tel No: 018 388 5809
<u>APPLICATIONS</u>	:	ApplicationsDEDECT1-7@nwpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 13 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 30/296** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (PRINCE ALBERT) REF NO: AGR 35/2021**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience; Experience in creating, maintaining and administering information databases. Competencies: A good understanding of the following;; Communication skills (writing and verbal); Proven computer literacy in MS Office (Word, Excel, PowerPoint); Interpersonal, planning, organising and human relation skills; Problem solving; Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Updating of registers and statistics; Handling routine enquires; Make photocopies and receive or send emails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for projects in the sub-directorate: Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide secretarial assistance during stakeholder engagements; Provide financial support with compilation of training plans; Provide high level administrative support such as assistance with line function projects and activities.
- ENQUIRIES** : Ms V Erasmus at Tel No: (023) 414 4209 / (023) 414 9209

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- CLOSING DATE** : 13 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 30/297** : **DEPUTY DIRECTOR: MOD PROGRAMME REF NO: CAS 25/2021**
- 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 management level experience; A valid Code B

		(or higher) driving licence. Recommendation: Working experience in Project Management; Computer literacy (MS Word, Excel, Power Point, Outlook and Internet). Competencies: Knowledge of the following: MOD Programme; Recreation-based activities, and relevant next-level activities; Relevant recreation, school sport, sport, arts, culture and education policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people. Skills needed: Communication (written and verbal); Problem solving; Leadership; Managerial; Administrative; Finance; Asset management; Research and inter-sectoral collaboration; Organising and planning; Presentation and Decision making. Abilities: Conflict resolution; Work under pressure and Liaise with personnel at all levels.
<u>DUTIES</u>	:	Planning, identification and confirmation of MOD Centres; Ensure that SLAs are explained to each relevant institution (school) and that they comply with them; Ensure that the correct processes and procedures are followed for the establishment and implementation of MOD Centres; Development and maintenance of Information and Knowledge Management System; Ensure the following: Reporting and Communication; Monitoring and evaluation; Human Resource Management and Financial Management.
<u>ENQUIRIES</u>	:	Mr P.C. Hendricks at Tel No: (021) 483 9662
<u>APPLICATIONS</u>	:	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
<u>POST 30/298</u>	:	<u>DEPUTY DIRECTOR: OPERATIONAL SUPPORT REF NO: CAS 26/2021</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience; A valid Code B (or higher) driving licence. Recommendation: Working experience in Project Management; Computer literacy (MS Word, Excel, Power Point, Outlook and Internet). Competencies: Knowledge of the following: Operational support and compliance matters related to the management and operational activities; Recreation-based and relevant next-level activities; Relevant recreation; School sport; Sport, arts, culture and education policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people. Skills needed: Communication (written and verbal); Problem solving; Leadership; Managerial; Administrative; Finance; Asset management; Research and inter-sectoral collaboration; Organising and planning; Presentation and Decision making. Abilities: Conflict resolution; Work under pressure and Liaise with personnel at all levels.
<u>DUTIES</u>	:	Oversee the planning, execution and management of Sport Development's operational support; Plan, manage and/or oversee special and ad-hoc projects; Ensure management of the following: Correct processes and procedures; Quality Assurance Management; Reporting and Communication; Monitoring and evaluation; Human Resource Management.
<u>ENQUIRIES</u>	:	Mr P.C. Hendricks at Tel No: (021) 483 9662
<u>APPLICATIONS</u>	:	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
<u>POST 30/299</u>	:	<u>CHIEF LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 23/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience. Recommendation: Experience in; Editing and translation of English/IsiXhosa documents; Procurement procedures and Terminology development. Competencies: Knowledge of the following: Procurement and tender administration; Human resource management; Financial Management; Proven computer literacy; Written and verbal communication skills. Problem solving and solution driven.
<u>DUTIES</u>	:	Responsible for ensuring the provision of translation, editing and interpreting services: Provide input into and implement the necessary policies and

procedures with regard to provincial interpreting services; Render language advisory services; Translate documents in the official languages; Edit documents; Ensure the provision of provincial interpreting services; Liaise with freelance language practitioners; Quality check all documents and products managed by the unit, including work of freelance practitioners; Develop and record terminology; Ensure the compilation and maintenance of databases relating to language services; Perform administrative tasks. Financial administration: Ensure that procurement prescripts is applied regarding the language services function; Align expenditure to the cash flow. Human resource management: Monitor workflow of the unit; Performance management; Supervise, direct and support staff.

ENQUIRIES APPLICATIONS : Ms G. Abdullatief at email: Gadija.Abdullatief@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 30/300 : **LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 24/2021**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Terminology development; Well versed in English and IsiXhosa. Competencies: Proven computer literacy; Communication (written and verbal) skills; Planning and organising skills.

DUTIES : Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.

ENQUIRIES APPLICATIONS : Ms G Abdullatief at Gadija.Abdullatief@westerncape.gov.za
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE NOTE : 10 September 2021

: 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 30/301 : **CHIEF DIRECTOR: SECURITY RISK MANAGEMENT REF NO: CS 14/2021**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14), (All-inclusive salary package)
: Department of Community Safety, 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. Recommendation: Experience in Security Risk Management environment;

Proven strategic capability and leadership. Competencies: Knowledge of the following: Enterprise/ Security Risk Management; Strategy Formulation; Occupational Health and Safety; Business Continuity Management; People Management processes; Working knowledge of the Public Service Regulatory framework and specifically those pertaining to Information Security and Defensive Counter-Intelligence; Capacity Building; Community facilitation; Political Sciences and Public Policy; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: High level negotiation skills; Strong conceptual and formulation skills; Strategic Management and planning skills; Well-developed inter-personal skills; Innovation, problem solving and analysis skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES : Strategic management, and participation on internal and external fora and structures as part of Departmental Leadership; Influence and maintain transversal structures; Promote safety and security risk management; Strategic development (governance within an internal and external focus) of Program to optimise alignment of related resources within and across departments; Institutionalise and enhance people centric and client focused business processes; Ensure proactive measures to mitigate security related risks; Ensure effective and efficient management of resources; Effectively manage the performance of the chief directorate in line with the Annual Performance Plan of the Department; Effectively manage the expenditure budget.

ENQUIRIES : Adv. Y Pillay at Tel No: (021) 483 9354

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 13 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 30/302 : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL)**
REF NO: DEDAT 13/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3 year tertiary qualification (Advanced Diploma/B-Degree or higher) majoring in Auditing and/or Financial Accounting; A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Recommendation: Supervisory experience in Auditing, Accounting or similar environment.

DUTIES : Manage and supervise staff regarding the following functions and perform the more complex work in that regard: Ensure proper governance by developing policies, procedures and processes pertaining to internal control unit; Render assurance services and evaluate the effectiveness of financial prescripts; Co-ordination of internal audit and auditor general; Provide fraud and losses management services by ensuring implementation of and maintenance of an integrated loss control system; Manage and supervise tasks such as Human capital, financial management and performance management.

ENQUIRIES : Ms B Mott at Tel No: (021) 483 9088

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 13 September 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 30/303** : **DIRECTOR: WASTE MANAGEMENT REF NO: EADP 13/2021**
- SALARY** : R1 057 326 per annum (Level 13)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate B-Degree (NQF 7) as recognised by SAQA; 6 Years' of experience at middle/senior managerial level; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>; In addition, the incumbent would need to register with EAPASA within 18 months from being appointed to the post. A valid driver's license. Computer literacy in MS Office software. Recommendation: An appropriate B-Degree (NQF 7) or higher qualification in Natural Physical Sciences, Engineering or Environmental Management / Sciences or related fields will serve as a recommendation. Competencies: Proven knowledge and appropriate and extensive working experience in waste and/or pollution management; Proven knowledge and experience working with environmental (NEMA) integrated waste management legislation (NEM: Waste Act), policies, norms, standards, strategies and implementation/action plans; Proven knowledge and experience of the environmental and waste management regulatory environment; Proven knowledge and experience of integrated waste management planning, waste minimisation and waste information; Proven knowledge and understanding of multi-lateral environmental agreements w.r.t. waste management; Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights and opportunities. Sound Strategic management, leadership, and proven financial management skills. Strong conceptual, interpretive and formulation skills. Exceptional planning, organizing and people management skills. Ability to work collaboratively with stakeholders within and outside of the Western Cape Government Ability and experience in providing policy and strategy support in driving delivery. The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances. High level communication, interpersonal, conflict resolution and consultation skills.
- DUTIES** : Strategic management and leadership of the Directorate Waste Management. Provide strategic direction to waste policy development. Provide strategic and technical advice pertaining to waste management planning, minimisation and information management. Oversight of the administration and decision-making with regard to the waste management licensing, compliance monitoring and auditing. Represent the Department on high level management and environmental forums (international, national, provincial and local). Proven managerial and administrative experience that includes: Strategic

Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Ensure that all spending is aligned with the strategic objectives of the Directorate and Department.

ENQUIRIES

: Mr Gottlieb Arendse Tel No: (021) 483 0751 / (082) 927 5539

DEPARTMENT OF HEALTH

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

NOTE

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

MANAGEMENT ECHELON

POST 30/304

: **CHIEF DIRECTOR: RURAL HEALTH SERVICES**
Chief Directorate: Rural Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

: Chief Directorate: Rural Health Services (Stationed at Mossel Bay Hospital)
Minimum educational qualification: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant) Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) drivers Licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven strategic and leadership capabilities. Programme and project management knowledge and skills Proven knowledge and understanding of Change -, Financial -, People Management and empowerment. Proven leadership capabilities

DUTIES

: Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective rural health services in support of departmental service delivery across the five rural districts inclusive of Primary Health Care Services and three Regional Rural District Hospitals (Worcester, Paarl and George Hospitals) within the Western Cape. Facilitate an integrated clinical implementation support service. Facilitate alignment with departmental strategic, policy, planning, Information Technology and assurance management processes. Ensure interface with Facility and Infrastructure Management to facilitate input for planning and implementation. Interface

between Macro and Operational Management levels to facilitate alignment regarding departmental clinical strategy, policy and planning priorities, frameworks and protocols as well as facilitation of integrated implementation support for service delivery. Facilitation of the alignment of strategy development, priority setting and implementation within the Rural Districts. Health intelligence support to facilitate alignment with Departmental health intelligence processes and application of knowledge in management decisions for the improvement of services and clinical outcomes in the Rural Districts. Assurance support to facilitate alignment and assurance regarding Departmental processes and actions in support of the improvement of services and clinical outcomes in the Rural Districts. As Top management of the Department actively influences the departmental strategic agenda, processes and decisions with special emphases on Rural health Services. Corporate support across the five rural districts and three Regional Rural District Hospitals within the Western Cape Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Dr S Kariem Tel No: (021) 815-8708
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 17 September 2021

OTHER POSTS

POST 30/305 : **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES : Overall strategic and operational management, clinical and corporate governance of clinical service departments. Effective and efficient management of Clinical Departments rendering appropriate, comprehensive, equitable, affordable and accessible secondary/tertiary services at Red Cross War Memorial Children's Hospital. GSA participation in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for children. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBU/s, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Provide platform for teaching, training, development and research. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/306</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)</u>
<u>SALARY</u>	:	R614 991 per annum (PNB4)
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing, Oncology, Critical Care Nursing: General, Critical Care Nursing: Trauma and Emergency, Orthopaedic Nursing, Ophthalmological Nursing, Nephrology, Advanced Psychiatric Nursing Science or 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 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 referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<u>APPLICATIONS</u>	:	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. Shortlisted candidate may be expected to undergo a practical computer test.
<u>CLOSING DATE</u>	:	10 September 2021
<u>POST 30/307</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R562 800 per annum (PN-B3)
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	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. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. 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 in the specialty after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies.

<u>DUTIES</u>	:	Efficient and effective management of Service delivery in the Emergency Centre and Short Stay Unit. Planning and implementation of nursing related training /education and research programs. Optimal management of the Budget and Physical Resources. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management.
<u>ENQUIRIES APPLICATIONS</u>	:	Sr P Hawksworth Tel No: (021) 799-1127 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>	:	10 September 2021
<u>POST 30/308</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R562 800 per annum (plus a non-pensionable rural allowance of 8% of the basic salary).
<u>CENTRE</u>	:	Dysseldorp/De Rust Cluster
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Matyhila Tel No: (044) 203-7205 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>	:	10 September 2021
<u>POST 30/309</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PNB2)
<u>CENTRE</u>	:	Hope Street Dental CDC
<u>REQUIREMENTS</u>	:	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. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC (2021). Experience: Grade 1: A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate /recognisable

experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realization of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Provision of a quality Dental Service. Periodically supervise and support effective utilization of Human Resources. Effective Supply Chain, Asset and Data Management. Participate in training and Oral Health Promotion activities. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Support outreach services done.

ENQUIRIES : Ms C Windt Tel No: (021) 465-4017
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 10 September 2021

POST 30/310 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Garden Route District

SALARY : Grade A: R190 653 per annum
 Grade B: R224 574 per annum
 Grade C: R262 176 per annum

CENTRE : Garden Route District Office (Based in George)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit and able to perform duties and work at heights and in confined spaces. Work overtime / attend to emergencies, should the need arise, day or night, and do standby duties. Valid (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). General technical knowledge of laundry, kitchen, HVAC systems and basic access control. Good all-round Mechanical, Mild-Steel Arc Welding and Plumbing skills and knowledge and willing perform these duties when and where requested. Ability to do Electrical Fault-finding and repairs down to component level. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in MS Word and Excel. Able to create & edit basic documents, spreadsheets and graphs.

DUTIES : Repairs of equipment, reticulations and plant. Plan, design and execute/supervise new installations and alterations. Do Installations of specialised systems and equipment. Perform administrative and related functions regarding the workshop. Supervise, mentor & develop junior staff and

subordinates. Planning & Compiling of Specifications for the procurement of goods & services. Control / supervision over contractors and other service providers.

ENQUIRIES : Mr A du Toit Tel No: (044) 802-4489 or 072 444 3505
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 September 2021

POST 30/311 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
 Overberg District

SALARY : R173 703 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accounting as a passed subject or Senior Certificate with appropriate experience in the KRA's. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the IPS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (Knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to work in a physically demanding environment.

DUTIES : Perform tasks related to procurement administration, such as inviting of quotes on IPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.

ENQUIRIES : Ms CE Langley Tel No: (028) 313-5220
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : 10 September 2021

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 13 September 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/312 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CAPE WINELANDS (WORCESTER) REF NO: LG 19/2021**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B (or higher) driving licence. Recommendation: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes; Supervisory experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best

		practices in the public services; The composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Organisational/planning; Active listening; Decision making; Meeting; Interpersonal; Ability to work efficiently and effectively.
<u>DUTIES</u>	:	To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	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
<u>POST 30/313</u>	:	<u>COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CENTRAL KAROO (BEAUFORT WEST) REF NO: LG 21/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' relevant experience; A valid code B (or higher) driving licence. Recommendation: A good understanding of community needs and circumstances; Working knowledge of state functions and programmes; Supervisory experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; The composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Organisational/planning; Active listening; Decision making; Meeting; Interpersonal; Ability to work efficiently and effectively.
<u>DUTIES</u>	:	To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	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
<u>POST 30/314</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: LG 20/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in Supply Chain Management. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge and experience of the following: Logistical Information System (LOGIS); Electronic Procurement System (EPS); Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Communication (written and verbal) skills; Decision making skills; Sound organising and planning skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Supervision and management of Supply Chain Management staff performance; Provide efficient and effective acquisition management; Provide efficient and effective Electronic Procurement System (EPS); Assist with the contract management function; Maintenance and administration of the Departmental Procurement Plan; Reporting on Supply Chain Management information.
<u>ENQUIRIES</u>	:	Mr S Bassadien at Tel No: (021) 483 0659

<u>APPLICATIONS</u>	:	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
<u>POST 30/315</u>	:	<u>PERSONAL ASSISTANT REF NO: LG 31/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to management. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision-making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr K Makan at Tel No: (021) 483 4365 / Mr G Birch at Tel No: (021) 483 3113
<u>APPLICATIONS</u>	:	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
<u>POST 30/316</u>	:	<u>COMMUNITY DEVELOPMENT WORKER REF NO: LG 22/2021</u> (X2 Posts available in Caledon and Grabouw)
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	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
<u>POST 30/317</u>	:	<u>COMMUNITY DEVELOPMENT WORKER REF NO: LG 23/2021</u> (X3 Posts available in Khayelitsha and Strand)
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service

		delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	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
<u>POST 30/318</u>	:	<u>COMMUNITY DEVELOPMENT WORKER: METRO 2 (KRAAIFONTEIN), REF NO: LG 24/2021</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
<u>ENQUIRIES</u>	:	Mr M Bell Tel No: (021) 483 3039
<u>APPLICATIONS</u>	:	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
<u>POST 30/319</u>	:	<u>COMMUNITY DEVELOPMENT WORKER- (BEAUFORT WEST AND LAINGSBURG), REF NO. LG 25/2021 (X4 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.
<u>DUTIES</u>	:	Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 30/320 : **COMMUNITY DEVELOPMENT WORKER REF NO. LG 26/2021**
(X2 Posts available in Thembaletu and Pacaltsdorp)

SALARY : R208 584 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 30/321 : **COMMUNITY DEVELOPMENT WORKER: STELLENBOSCH REF NO: LG 27/2021**

SALARY : R208 584 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months proven experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 13 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 30/322 : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 AND 2 REF NO. PT 11/2021 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years' experience in a finance department; A valid code B driving licence. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing ,strategic planning, communication (written and verbal) skills and proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal IGR functions; Conduct and facilitate municipal visits.

ENQUIRIES : Mr B Damons at Tel No: (021) 483-6127/
Brandon.Damons@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 13 September 2021
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/323 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 118/2021**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 year relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape

		Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.
<u>DUTIES</u>	:	Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at Tel No: (021) 483 6279
<u>APPLICATIONS</u>	:	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
<u>POST 30/324</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DSD 119/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management; Project management; Communication (written and verbal) skills; Proven computer literacy; People management and empowerment; The following skills: Planning and organising, problem-solving, facilitation and presentation, analytical, project management, operational planning.
<u>DUTIES</u>	:	Develop and maintain Departmental physical records systems: Manage the Department's file plan, which includes: Amendments and additions to the file plan; Provide a registry service at Head Office; Manage the safeguarding of files; Coordinate the provision of registry services in the Regions: Manage and coordinate space reorganisation for the registry; Develop and maintain electronic content management (ECM) systems: Manage the creation and maintenance of business unit workspaces; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component.
<u>ENQUIRIES</u>	:	Mr G Miller at Tel No: (021) 483 4168
<u>APPLICATIONS</u>	:	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
<u>POST 30/325</u>	:	<u>COMMUNICATION OFFICER: COMMUNICATION REF NO: DSD 113/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1 year relevant experience; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Graphic design using Adobe Creative Suite (InDesign, Photoshop, Illustrator) in the production of communications products; Digital media; Photography. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Communication policy and strategies; Global, regional and local political, economic and social affairs impacting on the PGWC; Events management; Media liaison practices; Proven computer literacy in MS Office; The following skills: Communication (written and verbal); Problem solving; Organising; Analytical thinking; Project management; Research; Ability to interpret and apply relevant policies and procedures.
<u>DUTIES</u>	:	Develop, monitor and enhance the department's corporate identity and brand; Design and implement brand awareness campaigns; Develop and implement communication campaigns and products; Design and roll out above-the-line

		communication campaigns and products in collaboration with relevant stakeholders (programmes, regions and facilities); Provide a media liaison service; Develop proactive media events in collaboration with the Media Liaison Officer in the MEC's office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Nieftagodien at Tel No: (021) 483 6279
	:	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
<u>POST 30/326</u>	:	<u>ADMINISTRATIVE OFFICER: ADMIN (OUTENIEKWA) REF NO: DSD 117/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree or higher qualification; A minimum of 2 years relevant experience. Competencies: Knowledge of the following: Relevant legislation governing the facility's administration and financial processes; Proven computer literacy; Written and verbal communication skills; Financial and administration skills; Planning and organising skills; Ability to work well within a team and independently.
<u>DUTIES</u>	:	Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Support the facility with operational matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas at Tel No: (044) 813 7500
	:	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
<u>POST 30/327</u>	:	<u>SOCIAL WORKER: CHILD PROTECTION REF NO: DSD 115/2021</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed). Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed). Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed). Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The following skills: Proven computer literacy; Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; Written and verbal communication; Client orientation and customer focus; Understanding

		and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Dr L Corrie at Tel No: (021) 483 3519
<u>APPLICATIONS</u>	:	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
<u>POST 30/328</u>	:	<u>EDUCATION OFFICER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 120/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.
<u>DUTIES</u>	:	Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.
<u>ENQUIRIES</u>	:	Ms B Nicholas at (044) 803 7508
<u>APPLICATIONS</u>	:	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
<u>POST 30/329</u>	:	<u>EDUCATION OFFICER: FACILITY MANAGEMENT (VREDELUS) REF NO: DSD 121/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.
<u>DUTIES</u>	:	Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend

		meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Bunting at Tel No: (021) 931 0236
	:	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
<u>POST 30/330</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS LOCATIONS) REF NO: DSD 116/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R199 188 per annum, (OSD as prescribed).
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery.
<u>DUTIES</u>	:	Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Buys at Tel No: (021) 986 9100
	:	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
<u>POST 30/331</u>	:	<u>ADMINISTRATION CLERK: POPULATION DEVELOPMENT REF NO: DSD 112/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05)
	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Verbal and written communication; Proven computer literacy (MS Office); Planning and organising.
<u>DUTIES</u>	:	Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function); Handle routine enquiries; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JD Benn at Tel No: (021) 483 5678
	:	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
<u>POST 30/332</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES (CLANWILLIAM) REF NO: DSD 122/2021</u>
<u>SALARY</u>	:	Grade 1: R171 381 - R192 879 per annum, (OSD as prescribed).
	:	Grade 2: R204 627 - R230 307 per annum, (OSD as prescribed).
	:	Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans; Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Jonkerman at Tel No: (021) 826 5972
	:	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
<u>POST 30/333</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER: FACILITY MANAGEMENT (OUTENIEKWA) REF NO: DSD 114/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
	:	Department of Social Development, Western Cape Government
	:	A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B (or higher) driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills needed: Proven computer literacy; Written and verbal communication; Report writing; Presentation and facilitation; Planning and organising; Abilities: Work effectively with social workers and members of multi-sectoral teams in social service delivery; Intervene and resolve conflict.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Nicholas at Tel No: (044) 803 7500
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 13 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 30/334 : **CONTROL ENGINEERING TECHNOLOGIST: ROAD CONTRACT SERVICES REF NO: TPW 69/2021**

SALARY : Grade A: R751 542 per annum, (All-inclusive salary package), (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid code B driving license Recommendation: Experience in contract administration and management based on GCC 2015 and/or NEC4 forms of contract. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; The following skills: Decision making, team leadership, creativity, change management, financial management, customer focus and responsiveness, proven computer literacy, planning and organising and People management; Communication (written and verbal).

DUTIES : Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; Identify and optimize technical solutions by applying engineering principles; Manage administrative and related functions:- Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance databases; Manage and supervise technological and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES APPLICATIONS : Mr A Nell at Tel No: (021) 483 2013
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 30/335 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (REGION 2) REF NO: TPW 37/2021 R1**

SALARY : Grade A: R718 059 - R766 278 per annum, (OSD as prescribed)
Grade B: R809 631 - R872 220 per annum, (OSD as prescribed)
Grade C: R925 734 - R1 090 458 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Experience and working knowledge of the following: Road-built environment; Management of road construction and

		<p>maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.</p>
<u>DUTIES</u>	:	<p>Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravell and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer.</p>
<u>ENQUIRIES</u>	:	Mr X Smuts at Tel No: (044) 272 6071
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/336</u>	:	<p><u>PRODUCTION ENGINEER (CIVIL/STRUCTURAL): HEALTH INFRASTRUCTURE REF NO: TPW 72/2021</u></p>
<u>SALARY</u>	:	<p>Grade A: R718 059 - R766 278 per annum, (OSD as prescribed) Grade B: R809 631 - R872 220 per annum (OSD as prescribed) Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed) Based on recognisable prior experience.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Department of Transport and Public Works, Western Cape Government</p>
	:	<p>Engineering Degree (B Eng/ BSC (Eng) in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Persons not yet registered must provide proof of payment of their application submitted for registration to ECSA); A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B or higher). Competencies: Technical knowledge: Programme and Project Management; Engineering design and analysis; Research and development; proven computer literacy in MS Office as well as Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating a high performance culture; Professional judgement; Networking; Skills as follows: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.</p>
<u>DUTIES</u>	:	<p>Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, this will entail: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development will entail: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering processes; Administer performance management; Office administration and budget planning; Manage resources; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and</p>

		development will entail: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Fester at Tel No: (021) 483 3882 / (082) 497 7542
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/337</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: TPW 12/2021 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R311 859- R332 799 per annum Grade B: R353 226 - R380 775 per annum Grade C: R402 045 - R473 574 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Radio Communications the public safety environment or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience in Radio communications in the public safety environment. A valid Code B (or higher) driving licence. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).
<u>DUTIES</u>	:	Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M. Van Wyngaardt at Tel No: (021) 959 7700
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/338</u>	:	<u>SURVEY TECHNICIAN PRODUCTION: SURVEY AND MAPPING REF NO: TPW 103/2020 R2</u>
<u>SALARY</u>	:	Grade A: R311 859 - R332 799 per annum, (OSD as prescribed) Grade B: R353 226 - R380 775 per annum, (OSD as prescribed) Grade C: R402 045 - R473 574 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Surveying with a minimum of 3 years post qualification technical experience or completion of candidacy period; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Recommendation: Experience in all aspects of land surveying (Field and construction surveying, preparation of survey drawings and cadastral information). Competencies: Skills in the following: Spatial perception and technical; Mapping (Computer –aided and manual), Planning and organizing, Communication skills in at least two of the three official languages of the Western Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.
<u>DUTIES</u>	:	Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Spence at Tel No: (083) 641 5180
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

<u>POST 30/339</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL (GMT) REF NO: TPW 55/2020 R1</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Internal Control with Accounting as a passed subject; A minimum of 2 years relevant experience in internal control or similar environment; A valid Code B (or higher) driving licence. Recommendation: Proven working experience with Microsoft Office. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions/directives); Internal Control tools and techniques; Ability to interpret relevant directives and policies; Communication (written and verbal) skills; Proven computer literacy; Organisational skills; Leadership; Systematic approach.
<u>DUTIES</u>	:	Human Resource Management; Ensure that governance is implemented and maintained in all GMT components; Ensure that assurance services are performed and that the necessary document control procedures are effectively and efficiently applied; Fraud and Loss Management; Asset Verifications.
<u>ENQUIRIES</u>	:	Gadija.Hartley@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 30/340</u>	:	<u>OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO. TPW 104/2020 R2 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.
<u>DUTIES</u>	:	Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za