

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : The Director: Human Resources Administration Services, Eastern Cape Department of Education, Private Bag X 5026, Sterkspruit, 9762 Hand Delivery: Human Resources Provisioning & Administration, Department of Education, Benson Bale College, Sterkspruit. Enquiries: Ms Z Masiza (051) 6110064/6111380
- CLOSING DATE** : 11 June 2021
- NOTE** : Application Instructions: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For SMS Posts: Female and people with disabilities are encouraged to apply and are given preference. Please Further Note: NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

OTHER POSTS

- POST 19/71** : **EDUCATIONAL PSYCHOLOGIST GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES REF NO: ECDOE EP/05/2021**
Branch: Joe Gqabi (Sterkspruit)
Chief Directorate: Communication and Strategic Planning: Inclusive Education
- SALARY** : R713 446 per annum (OSD), (inclusive package)
- CENTRE** : Joe Gqabi (Sterkspruit)
- REQUIREMENTS** : Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Educational Psychologist. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be

able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr. S Ncapayi Tel No: (040) 608 4214
NOTE : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST 19/72 : **CHIEF EDUCATION THERAPIST (PHYSIOTHERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES REF NO: ECDOE PT/05/2021**
 Branch: Joe Gqabi (Sterkspruit)
 Chief Directorate: Communication and Strategic Planning: Inclusive Education

SALARY : R466 119 per annum (OSD), (Inclusive Package)
CENTRE : Joe Gqabi (Sterkspruit)
REQUIREMENTS : Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as a Physiotherapist. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr. S Ncapayi Tel No: (040) 608 4214
NOTE : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST 19/73 : **CHIEF EDUCATION THERAPIST (OCCUPATIONAL THERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES**
REF NO: ECDOE OT/05/2021
Chief Directorate: Communication and Strategic Planning: Inclusive Education

SALARY CENTRE REQUIREMENTS : R466 119 per annum (OSD), (inclusive package)
: Joe Gqabi (Sterkspruit)
: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Occupational therapist. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES NOTE : Mr. S Ncapayi Tel No: (040) 608 4214
: Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST 19/74 : **CHIEF EDUCATION THERAPIST (SPEECH THERAPIST) GRADE 1: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES**
REF NO: ECDOE ST/05/2021
Branch: Joe Gqabi (Sterkspruit)
Chief Directorate: Communication and Strategic Planning: Inclusive Education

SALARY CENTRE REQUIREMENTS : R466 119 per annum (OSD), (inclusive package)
: Joe Gqabi (Sterkspruit)
: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves traveling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled

in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr. S Ncapayi Tel No: (040) 608 4214
NOTE : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST 19/75 : **SENIOR EDUCATIONAL SPECIALIST (PL3): LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES REF NO: ECDOE SES/05/2021**
Branch: Joe Gqabi (Sterkspruit)
Chief Directorate: Communication and Strategic Planning: Inclusive Education

SALARY : R414 003 per annum (OSD), (inclusive package)
CENTRE : Joe Gqabi (Sterkspruit)
REQUIREMENTS : Applicants must be in possession of a recognised 3- or 4-year qualification which includes a professional teacher qualification. They should be registered with the South African Council of Educators (SACE) as professional educator and have 5 years' experience in the educational field. The incumbent must have in-depth knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant support to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr. S Ncapayi Tel No: (040) 608 4214
NOTE : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

DEPARTMENT OF HEALTH

APPLICATIONS : directed to the addresses as indicated below or Hand Delivery as indicated below:
Post to: HR Office, Frere Tertiary Hospital, Private Bag x 9047, East London, 5200
or hand deliver to: Room 425/427, 4th Floor Recruitment & Selection Office, Frere Tertiary Hospital, Amalinda Road, East London 5200.

CLOSING DATE : 11 June 2021

NOTE : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past six months by South African Police Service), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 19/76 : **HEAD CLINICAL DEPARTMENT (OBSTETRICS AND GYNAECOLOGY) REF NO: ECHEALTH/HCD-OBS &GYNAE/FTH/01/05/2021**

SALARY : R2 161 416 – R2 294 040 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA registration with the HPCSA as a Specialist. A minimum of (7) years of appropriate experience in the respective department after registration with the HPCSA as a specialist. Leadership, academic, administration, programmes planning, assessment of patients within candidate’s field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills. Problem solving.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2019

POST 19/77 : **HEAD CLINICAL DEPARTMENT (ANAESTHESIOLOGY) REF NO: ECHEALTH/HCD- ANA/FTH/01/05/2021**

SALARY : R2 161 416 – R2 294 040 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA registration with the HPCSA as a Specialist. A minimum of (7) years of appropriate experience in the respective department after registration with the HPCSA as a specialist. Leadership, academic, administration, programmes planning, assessment of patients within candidate’s field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills. Problem solving.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with

relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms N Mthitshana Tel No:043 709 2019

POST 19/78 : **HEAD CLINICAL DEPARTMENT (RADIOLOGY) REF NO: ECHEALTH/HCD-RAD/FTH/01/05/2021**

SALARY : R2 161 416 – R2 294 040 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA registration with the HPCSA as a Specialist. A minimum of (7) years of appropriate experience in the respective department after registration with the HPCSA as a specialist. Leadership, academic, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills. Problem solving.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2019

POST 19/79 : **HEAD CLINICAL UNIT (INTERNAL MEDICINE) REF NO: ECHEALTH/HCU-MED/FTH/01/05/2021**

SALARY : R1 728 807 – R1 834 890 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Appropriate specialist procedures and protocols within field of expertise. Leadership, academic, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills. Outstanding clinical skills in the field of Internal Medicine, preferably in public service environment. Ability and practical experience to set up and provide training program for under and post graduates.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2019

POST 19/80 : **HEAD CLINICAL UNIT (ANAESTHESIOLOGY) REF NO: ECHEALTH/HCU-ANA/FTH/01/05/2021**

SALARY : R1 728 807 – R1 834 890 per annum (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Appropriate specialist procedures and protocols within field of expertise.

		Leadership, academic, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills. Outstanding clinical skills in the field of Anesthesia, preferably in public service environment. Ability and practical experience to set up and provide training program for under and post graduates.
<u>DUTIES</u>	:	Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2019
<u>POST 19/81</u>	:	<u>HEAD CLINICAL UNIT (OBSTETRICS AND GYNAECOLOGY) REF NO: ECHEALTH/HCU-OBS&GYNAE/FTH/01/05/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 728 807 – R1 834 890 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Appropriate specialist procedures and protocols within field of expertise. Leadership, academic, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills. Outstanding clinical skills in the field of Obstetrics and Gynaecology, preferably in public service environment. Ability and practical experience to set up and provide training program for under and post graduates.
<u>DUTIES</u>	:	Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2019
<u>POST 19/82</u>	:	<u>MEDICAL SPECIALIST (OBSTETRICS AND GYNAECOLOGY) GRADE 1 REF NO: ECHEALTH/MS OBS&GYNAE/FTH/01/05/2021</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department in Frere Hospital. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2019

POST 19/83 : **MEDICAL SPECIALIST (INTENSIVE CARE UNIT) GRADE 1 REF NO: ECHEALTH/MS-ICU/FTH/01/05/2021**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (OSD)

CENTRE : Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, and emergency care in their department in Frere Hospital. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms N Mthitshana Tel No:043 709 2019

OFFICE OF THE PREMIER

APPLICATIONS : Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply using eRecruitment system which is available on <http://www.ecprov.gov.za>

CLOSING DATE : 11 June 2021. Applications received after closing date will not be considered.

NOTE : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (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. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department

reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

POST 19/84 : **DIRECTOR: PROCESS DESIGNS & PRODUCTIVITY IMPROVEMENT REF NO: OTP 01/05/2021**

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Bhishe

REQUIREMENTS : National Senior Certificate, NQF level 7 Degree at in Production / Operations Management; Industrial / Mechanical Engineering; Business Administration; Quality Management; or a related field. Knowledge of and experience in, Advanced Information and Business Modelling tools and Methodologies (Visio, Aris, SAP, etc.) will be advantageous. Minimum five (5) years' experience at middle management level in the area of Process Design and Productivity Improvement. An SMS pre-Entry Certificate (proof of registration) is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives. Skills: Strong conceptual and formulation skills. Project management skills. Analytical skills. Strong leadership skills. Team building and strong interpersonal skills. Excellent verbal and written communication skills. Outstanding planning, organising and people management skills. Computer literacy skills. Intermediate computer literacy skills. Business Process mapping skills. Presentation and facilitations skills. Knowledge: Advanced knowledge of strategy development, management, monitoring and review processes. Advanced knowledge of change management methodologies concepts, practices and processes. Understanding of the robust change management policies and procedures. Advanced knowledge of modern systems of governance and administration. Knowledge of legislative framework and government procedures on public finance, human resource management and transformation. Knowledge of the policies of government of the day. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of constitutional, legal and institutional arrangements governing the SA public sector. Knowledge of applying formal business process modelling or business analysis methodologies. Knowledge of and exposure to business process reengineering, workflow, workflow management, process automation.

DUTIES : Manage Continuous Business Improvement Process According to the PSOMF to Maximise Process Efficiencies Across Provincial Departments: Manage service delivery diagnostic assessments in provincial departments that require improvement. Manage the development and implementation of the Provincial Operations Management Strategy i.e. business mapping and standard operating procedure. Develop mechanisms for capacity building support to provincial departments through internal and external agencies. Manage the facilitation of the development of process design interventions or enhancements within the departments to ensure resource and operational alignment with departmental strategies and organizational structures e.g. business process management. Manage Productivity Measurement, Management and Implementation in Provincial Departments: Investigate, analyse, develop and motivate opportunities into comprehensive business cases with a strong emphasis on efficiency gains, cost savings, improved quality and / or customer experience. Develop and design a set of impact measures for business improvement with the provincial departments and implement productivity measurement. Develop and promote productivity improvement programmes in terms of the LEAN methodology e.g. elimination of waste, value stream mapping etc. Conduct quarterly follow-ups on implemented projects to assess productivity levels and service delivery progress and provide feedback to departments. Manage the Development and Maintenance of Service Delivery Charters, Improvement Plans and the Implementation thereof: Provide support to provincial departments on the development and implementation of service delivery improvement plans. Manage the facilitation of the development and monitoring of the implementation of service delivery charters in institutions of government. Monitor adherence by Provincial Departments to service delivery

programmes i.e. Business Process Mapping, Standard Operating Procedure and Service Delivery Standards etc. Measure efficiency and effectiveness in terms of service delivery improvements. Manage The Allocated Resources of the Directorate In Line With Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives: Maintain high standards by ensuring that the team /directorate produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli @ 0648906527

OTHER POSTS

POST 19/85 : **DEPUTY DIRECTOR: PERFORMANCE MONITORING - DISTRICT COORDINATION REF NO: OTP 02/05/2021 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R869 007 per annum (Level 12)
 : (Bhisho/KWT)
 : National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate in the areas of Public Management/Administration, Development Management and/or Social Sciences, with 3 – 5 years' work experience in middle management in a related field and exposure in National, Provincial and Local Government. A relevant post-graduate qualification (NQF 8) will be an added advantage. Competencies / Skills: problem solving, report writing, project/programme management and leadership skills. In-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office and data analysis applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Willingness to travel and work irregular hours. Must have a valid driver's license.

DUTIES : Monitor and verify the implementation of provincial and national priority service delivery programs: Verify programme and project delivery of government departments, municipalities, public entities and national departments operating in the province. Facilitate and Monitor progress in the attainment of commitments made during SOPA, SONA and Public participation programmes. Prepare pre and post visit reports for decision making on EXCO Outreach programmes, NCOP, Taking Legislature to the People, Taking the President to the People and Ministerial visits and Back to School programme. Monitor and report on the implementation of special projects (e.g. Siyahlola Presidential Project, OR Tambo Centenary Celebrations) to ensure attainment of set targets and facilitate the appropriate corrective measures where applicable. Facilitate the strengthening of institutions for improved service delivery in the province: Monitor and evaluate Frontline Service Delivery in identified institutions and ensure that departments and delivery sites in area of responsibility. Develop and implement improvement plans informed by MPAT, FSD findings, complaints and any other feedback mechanisms and provide reports. Support the strengthening of citizen participation in the monitoring of government service delivery and provide regular feedback to mitigate and complaints and petitions in collaboration with Stakeholder Relations & Special Projects unit. Support Operation Masiphathisane by monitoring the effective operation (functionality) of ward, local and district war rooms and propose corrective measures to be taken. Facilitate the resolution of service delivery

complaints and blockages: Collaborate and interact with relevant stakeholders including CDWs and to establish issues of concern to the communities so as to gather intelligence through continuous environmental scanning. Develop report highlighting identified threats and risks to alert the relevant departments and the government structures. Conduct verifications on issues raised by the communities, facilitate and coordinate with relevant stakeholders (e.g. municipalities, national and provincial departments and public entities). Participate in Intergovernmental Structures to provide progress on issues raised, service delivery blockages and solicit support on outstanding service delivery issues. Participate in IDPs and departmental strategic plans to influence and sensitize them on recurring issues that need to be addressed. Facilitate the resolution of service delivery blockage and complaints. Implement controls to monitor the attainment of service delivery objectives and interventions: Identify risk areas in terms of non-delivery and recommend/implement appropriate actions. Implement interventions based on identified risk areas. Participate in IGR engagements and Masiphathisane interface for emerging service delivery trends. Conduct site verification to monitor attainment and adherence to service delivery objectives. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli @ 0648906527

POST 19/86 : **DEPUTY DIRECTOR: MONITORING & EVALUATION SYSTEMS REF NO: OTP 03/05/2021**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11)
: (Bhisho/KWT)
: National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in Information Technology or Spatial Planning with a minimum 3 years' experience as Assistant Director in Systems or GIS field. Competencies / Skills: problem solving, report writing, project/programme management and leadership skills. In-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office and data analysis applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Willingness to travel and work irregular hours. Must have a valid driver's license.

DUTIES : Manage the design and maintenance of data architectural integration of systems: Ensure M & E data integration across systems to enable the generation of reports on service delivery information. Provide guidance on the development of a strategic framework on how to implement and maintain Results Based Monitoring & Evaluation system in the Province. Manage the identification and development of performance indicators for the Provincial Strategic Objectives. Review the monitoring and evaluation framework for Provincial Strategic Objectives. Coordinate the data collection on outcome indicators. Provide guidance and oversee the design of information architecture regarding the collection of Province Wide Monitoring and Evaluation Systems. Manage the Information Management Systems: Initiate and oversee applied research on monitoring and evaluation

systems. Provide guidance on the assessment of Province Wide Information Management System (PWIMS) to deliver effective indicators and data management. Support provincial departments and other stakeholders to improve the PWIMS. Coordinate the improvement PWIMS processes and systems. Manage the assessment of spatial impact on beneficiaries: Identify spatial impact and develop strategies to mitigate negative impact. Establish community and stakeholder fora for participation in the assessment of spatial impact of policies, services delivery implementation and public resource allocation. Assess the effect of mitigating strategies on negative spatial impact and adjust if necessary. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli @ 0648906527

POST 19/87 : **DEPUTY DIRECTOR: ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT REF NO: OTP 04/05/2021**

SALARY : R733 257 per annum (Level 11)
CENTRE : (Bhisho/KWT)
REQUIREMENTS : A National Senior Certificate and NQF Level 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in Economics, Entrepreneurship development, Business administration or management or equivalent qualification with a minimum of 3 years' experience at an Assistant Director level working in a the relevant environment. Knowledge: In-depth understanding of legislative framework that governs the Public Service. Government planning framework. Sound knowledge and understanding of Government planning cycle (MTEF & Strategic Planning), Reporting, Monitoring & Evaluation. Innovation and knowledge Management. Advanced knowledge of Enterprise Development. Skills required: Strong liaison and report writing skills Change Management, Strategic Management, People Management, Stakeholder Management, Conflict Management, Risk Management, and Project Management & Service Delivery Innovations. Must have a valid driver's license.

DUTIES : Facilitate the Planning, Monitoring and reporting of the implementation of the Provincial Youth Development Strategy regarding Entrepreneurship and economic development: Manage, lead and directly ensure the implementation of the enterprise development interventions and projects throughout the province in line with the youth Strategy inclusive of Isiqalo youth fund. Ensure the effective implementation of the Enterprise Development Programme throughout the province with approved Strategies and Plans. Manage and mobilise resources for the implementation of enterprise development initiatives Ensure the integration of youth Entrepreneurship and Economic Development into the mainstream of the government programmes through participation in the strategic planning sessions of the provincial departments and Municipalities Monitor the implementation of the Provincial Youth Implementation Framework/ Plan in provincial departments and public entities and report thereon (Entrepreneurship and Economic Development). Facilitate discussions in the Local Government Youth Development Forum and Provincial Youth Interdepartmental Forum on matters pertaining to Entrepreneurship and Economic Development. Facilitate the creation of enabling environment for previously marginalized communities to tap into government spending. Explore and provide opportunities for rural youth to participate in the economy; Promote and expand Youth in Agriculture Cooperatives programme by facilitating the establishment of new cooperatives and supporting existing ones. Facilitate the establishment of Enterprise development flagship projects and programmes to benefit the youth e.g. Isiqalo youth fund, Youth in Agriculture, Bizniz in a Box etc . Promote and facilitate the establishment of agro-processing hubs and food production in the rural communities to benefit unemployed and out of school youth. Link the agro-processing hubs and food production with provincial Departments of Education and Health in order to benefit and supply schools and hospitals. Promote entrepreneurship and job opportunities; Facilitating and coordinating the implementation of economic development programmes such as: car mechanics, carpentry etc. Build partnerships with labour organization, business associations in manufacturing, SETAs and other sectors to create

opportunities for young people in the province. Facilitate the creation of business awareness amongst young people including entrepreneurship by inculcating an entrepreneurial mindset amongst the young people. Facilitate the provision of mentorship and support amongst young people to encourage the development of small businesses and cooperatives and ensure access to finance, skills development, market linkages and networking opportunities. Facilitate and coordinate implementation of Youth Entrepreneurship development initiatives including Isiqalo Youth Fund. Coordinate and monitor the implementation of youth programmes in the economic development cluster; Facilitate, direct and guide the implementation of youth programmes in the Economic Development Cluster. Track progress in the achievement of the objectives of the provincial youth development strategy as reflected in the APPs of the Departments. Monitor the implementation of the National Treasury Regulation that seeks to direct 30%- 40% of government spends towards youth owned business, enterprises and SMMEs. Report on progress in the achievement of the objectives of the provincial youth development strategy and ensure appropriate corrective action is taken.

ENQUIRIES

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can be directed to: Mr. Nkosinathi Loli @ 0648906527